

# Microsoft® Windows Paint User's Guide

**Version 2.0**

Microsoft Corporation







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# Introduction

Microsoft® Windows Paint is a drawing tool designed for use with Microsoft Windows. You can work with Paint to create, enhance, save, and print black and white artwork.

With Paint, you can create drawings that suit your needs. Whether you're making flow charts or doing freehand illustrations, you'll find just the tools you need on Paint's Tools palette. Special commands such as Zoom In, Copy, and Invert make it easy to enhance your work. You can even transfer text and graphics from other programs to Paint for easy editing and enhancement, or create Paint graphics to use in other Windows applications, such as Cardfile.

You don't need to memorize complex commands or instructions. With Paint, you can create art as quickly as you can point with a mouse or press a key. All the artwork in this manual was created using Paint.

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**Paint is a useful  
drawing tool**

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**Paint is easy to use**



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## About This Guide

This guide shows you how to get started with Paint and provides a quick reference to Paint's tools, patterns, and commands. Once you understand these basics, you'll be able to experiment with Paint on your own.

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### Using this guide

- Chapter 1, "Getting Started," tells you how to start Paint and how to use an optional work disk for a two-drive system, and introduces you to the terminology used in this guide. This chapter also provides you with printing information that you will need to read before you print your Paint drawings.
- Chapter 2, "Learning Paint," explains how to create a drawing using different tools and patterns, and how to add text to your drawing.
- Chapter 3, "Enhancing a Drawing," explains how to make changes to your drawing using commands from Paint's Edit and Options menus.
- Chapter 4, "Tools Summary," describes how to use each of Paint's tools.
- Chapter 5, "Command Summary," describes the purpose and use of each Paint command.
- Appendix A, "Using Paint with the Keyboard," lists the keyboard commands for users who have no mouse. It also describes how to use the CONTROL and SHIFT keys together with the mouse to modify certain Paint operations.
- Appendix B, "Tools Description," describes the function of each of Paint's tools and shows art that was created using these tools.

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### Preliminaries

Before using Paint, become familiar with your computer, with its operating system, and with Microsoft Windows. If you have questions about these basics, see the appropriate user's guide for more information.

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### Next

To get the most out of this guide, read Chapter 1 to learn how to start Paint. Then read Chapters 2 and 3 to become acquainted with some of Paint's drawing and editing features. Use Chapters 4 and 5 as a reference while you experiment with Paint.

The exercises in Chapters 2 and 3 are designed to be used with a mouse. If you want to use your keyboard to work through these exercises, see Appendix A, "Using Paint with the Keyboard."



**Note** The illustrations in this guide were done with Paint, using an Extended Graphics Adapter (EGA) high-resolution graphics card and a Toshiba printer driver. If you are using a different graphics card or have specified a different printer when you set up Windows, keep in mind that as you work through the exercises, the drawings you create may look slightly different from those in the illustrations.

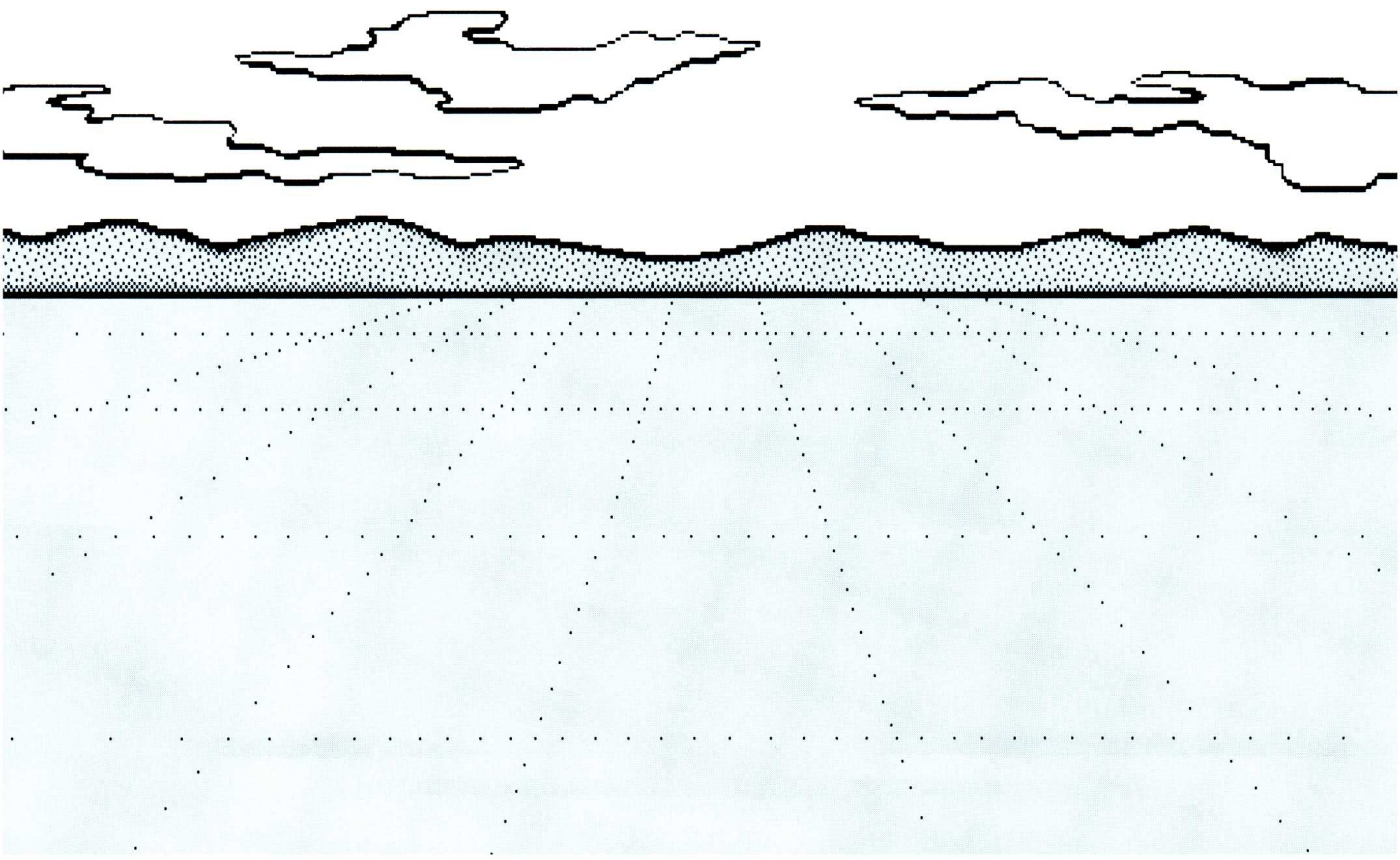






# 1 Getting Started

In this chapter, you will learn how to start Paint and prepare for drawing. You will also find instructions on how to create and use an optional work disk. Once you've started Paint, read the section called "Some Definitions" to get acquainted with the Paint screen and the terminology used in this guide.





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## Starting Paint

Paint is a Windows application and will therefore run only when Windows is installed and running on your system. If you have not yet installed Windows, see the *Microsoft Windows User's Guide* for information on how to install and start it.

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### Running Paint

Here's what you do to start Paint:

- 1 Start Windows. If the PAINT.EXE file is not in the current directory, change directories to the directory that contains it. If PAINT.EXE is not on the current disk, change disks to the disk that contains it.
- 2 Select PAINT.EXE from the directory listing in the MS-DOS Executive window.
- 3 Press the ENTER key or double-click the mouse button.

The Paint window appears on your screen.

### Creating a Work Disk

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#### Using work disks on systems with limited space

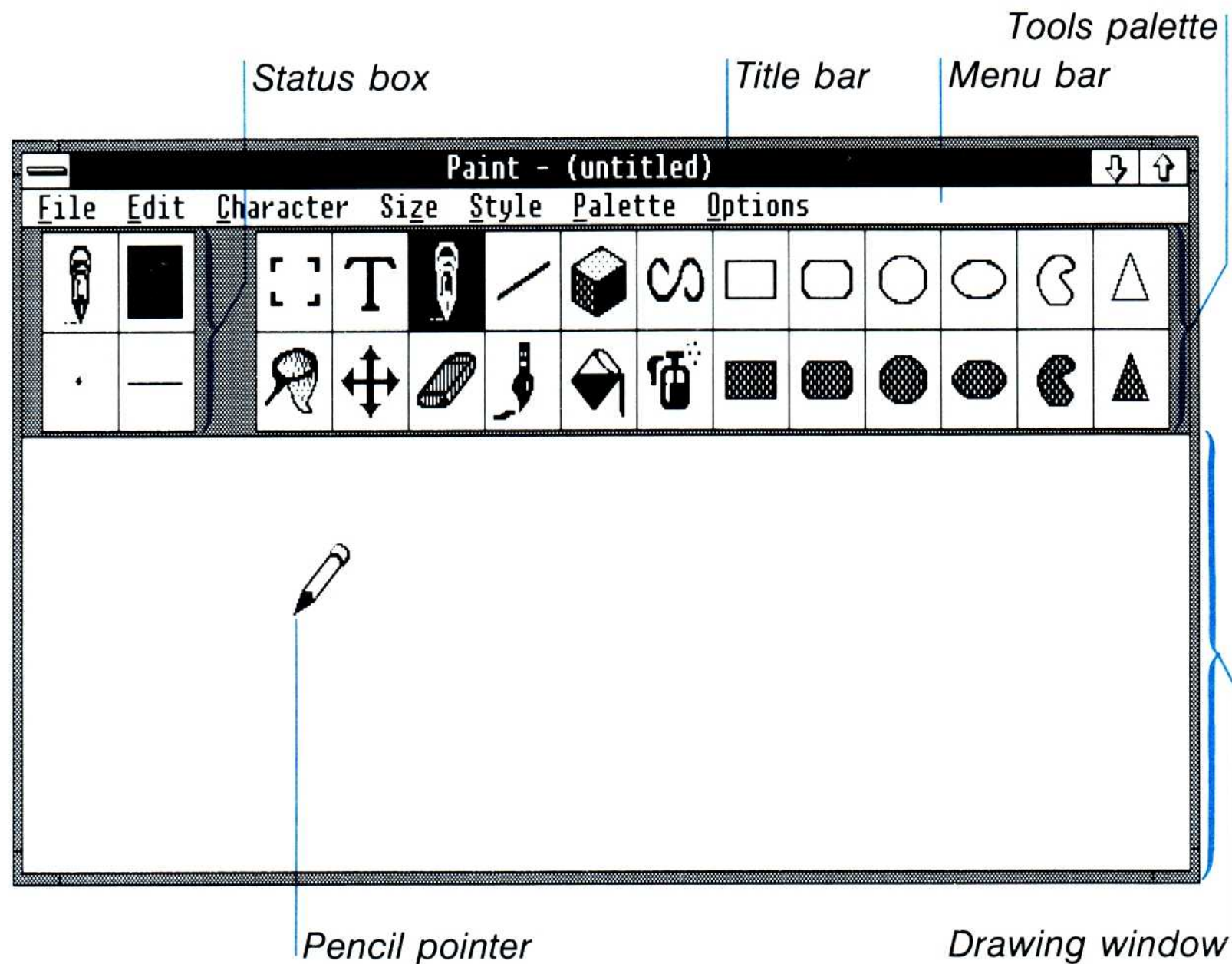
On systems with limited disk space, you may need to create a work disk for creating and storing your Paint drawings before you start Paint. A work disk contains a copy of the PAINT.EXE file as well as copies of all the drawings you have created and saved. You'll need a work disk if you don't have enough disk space for at least one drawing and a Paint temporary file. (For many systems, this is about 20K, but your system may require more space.) To make a work disk, you will need to format a blank disk and then copy the PAINT.EXE file to it. See the *Microsoft Windows User's Guide* for information on how to format a disk and copy files.

In step 1 in the preceding procedure, change disks to the work disk, and proceed with steps 2 and 3.



## Some Definitions

After you have started Paint, the Paint window will look like this:



If you've been using color while working in Windows, you will notice that your screen is now in black and white. Paint is a monochrome program designed for creating black and white drawings.

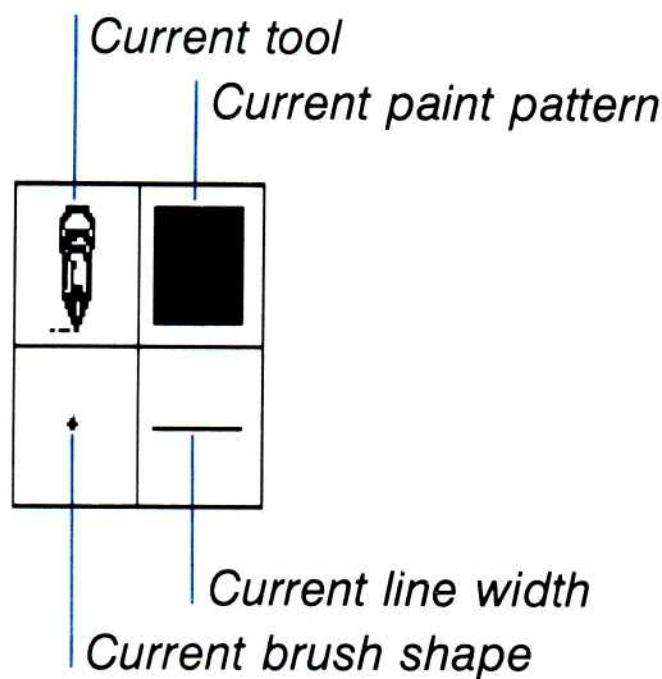
These definitions may be helpful as you begin to use Paint:

- The **drawing window** frames the portion of your drawing that appears on the screen. All your Paint activities take place within the drawing window.  
Keep in mind that your drawings can be larger than the drawing window. The exact size of the drawing area depends on the maximum surface area that your printer can print on.
- The **title bar** contains the title of your drawing.
- The **menu bar** contains the names of Paint's command menus.
- The **Tools palette** contains the implements you use to draw and refine your artwork.

## Definitions



- The **status box** shows the tool, paint pattern, brush shape, and line width that Paint will use when you draw. It reflects the most recent choices you made from the Tools, Patterns, Brush Shapes, and Line Widths palettes.



- The **pointer** is the indicator you use to draw objects and select menus, commands, and palette items. The pointer changes shape in the drawing window whenever you select a tool.
- To **drag** means to press the mouse button and hold it down while you move the mouse on a flat surface.

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## Preparing to Draw

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### Choosing the display option

After you have started Paint, you need to prepare Paint for drawing by choosing where you would like your drawings to be ultimately displayed — on your screen or on paper. The following list explains how to make your choice:

For	Do this
Drawings that you will view only on your screen	Select the Options menu and choose the For Screen command
Drawings you can print	Select the Options menu and choose the For Printer command
Drawings you can paste in other applications	Select the Options menu and choose the For Printer command



The For Screen command adjusts the drawing area so that it is the same size as your full screen. The For Printer command adjusts the drawing area so that it matches your printer's paper size.

**Note** Before selecting the For Printer command, use Control Panel to install and set up your printer if you have not already done so or if you have changed printers. Note that the drawings you create are printer-specific. See the *Microsoft Windows User's Guide* for more information about Control Panel and setting up a printer.

Once you choose the For Screen or For Printer command and then start drawing, you cannot change the command unless you restart Paint or begin a new drawing using the New command. If you open an existing drawing file, Paint uses the options that were set when you first created the drawing while you are making your changes.

If you choose the For Printer command, you can then choose the resolution of the drawings you will be creating. The following list explains how to choose the resolution:

For	Do this
Drawings with the finest detail and smoothest curves	Select the Options menu and choose the High Resolution command
Drawings with coarse detail	Select the Options menu and choose the Low Resolution command

The High Resolution command lets you create the sharpest possible drawings on your printer by giving you access to the greatest number of dots per inch when printing. Although drawings created with the Low Resolution command have less detail than high-resolution drawings, they typically print much faster.

Note that some printers do not permit high-resolution drawings. For such printers, the High Resolution command will appear gray in the menu and will have no effect when you choose it.

If you choose the For Printer command, objects may appear a little distorted when you draw them on the screen. For example, circles may look like ovals. There is no need to be concerned about this; Paint is adjusting for differences in aspect ratio between your printer and the display you are using. When you actually print your drawing, the objects you have created will print correctly.

Choosing the resolution

When circles look like ovals





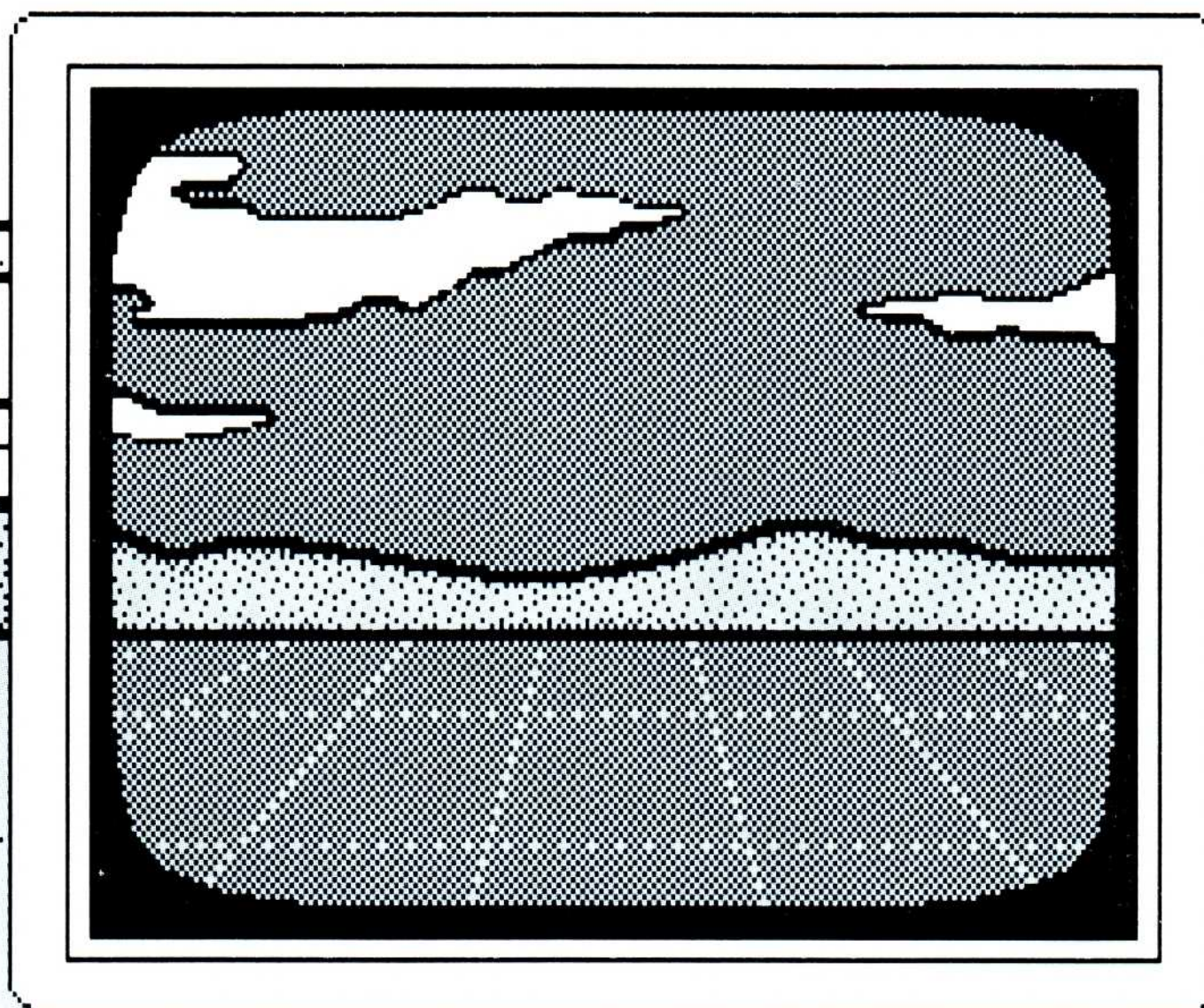


## 2 Learning Paint

Now you are ready to begin your first Paint session. First, you will use the Pencil and Eraser tools to sketch and erase a few lines. Then you will use the Undo and Erase commands to learn how to correct mistakes and clear the drawing window.

Once you feel comfortable drawing with the mouse and using the Eraser tool and the Undo command, go on to the section called “Creating a Drawing” and work through the exercise there.

Although Paint is designed for use with a mouse, you can also use Paint with the keyboard. See Appendix A, “Using Paint with the Keyboard,” for more information on this method.





## Getting the Feel of Paint

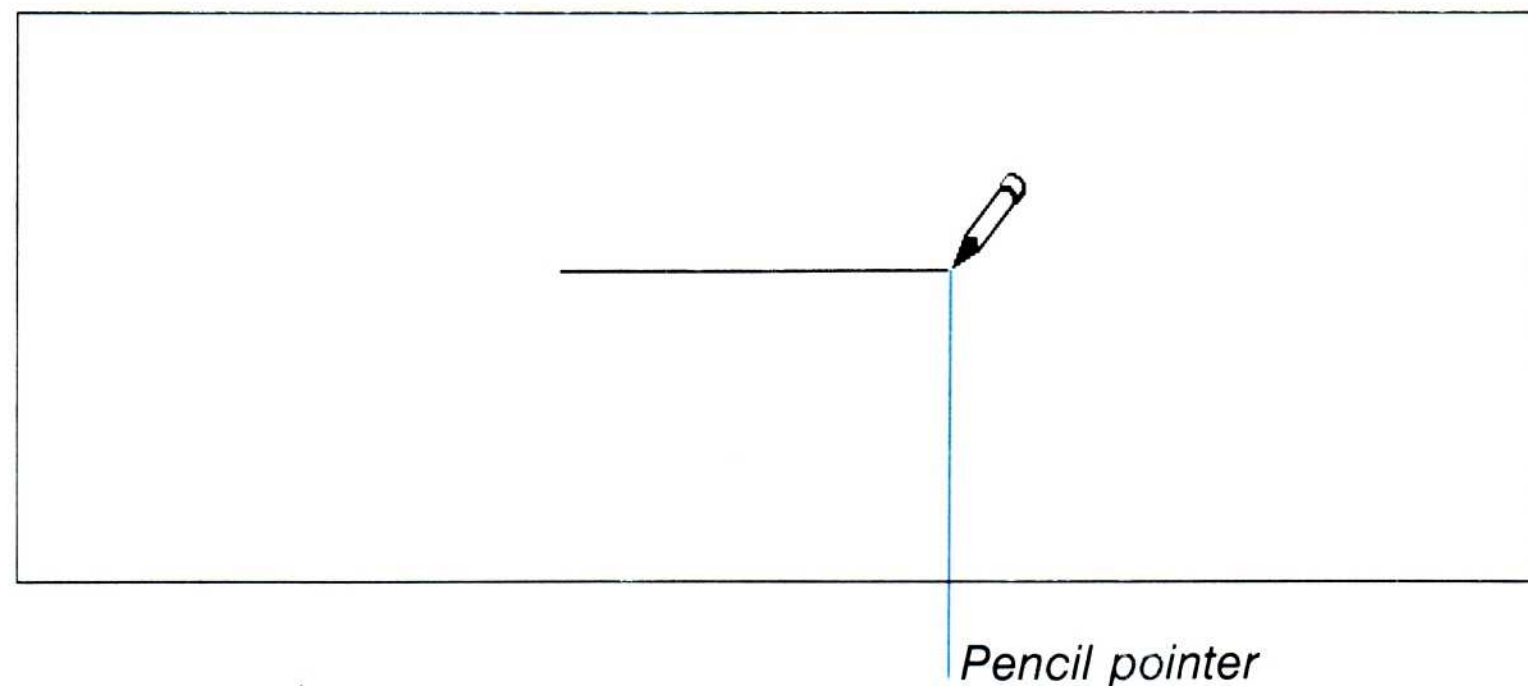
You can make simple sketches using Paint's Pencil. The Pencil is already selected when you first start Paint: notice the Pencil icon in the upper-left corner of the status box.

Here's how you draw with the Pencil:

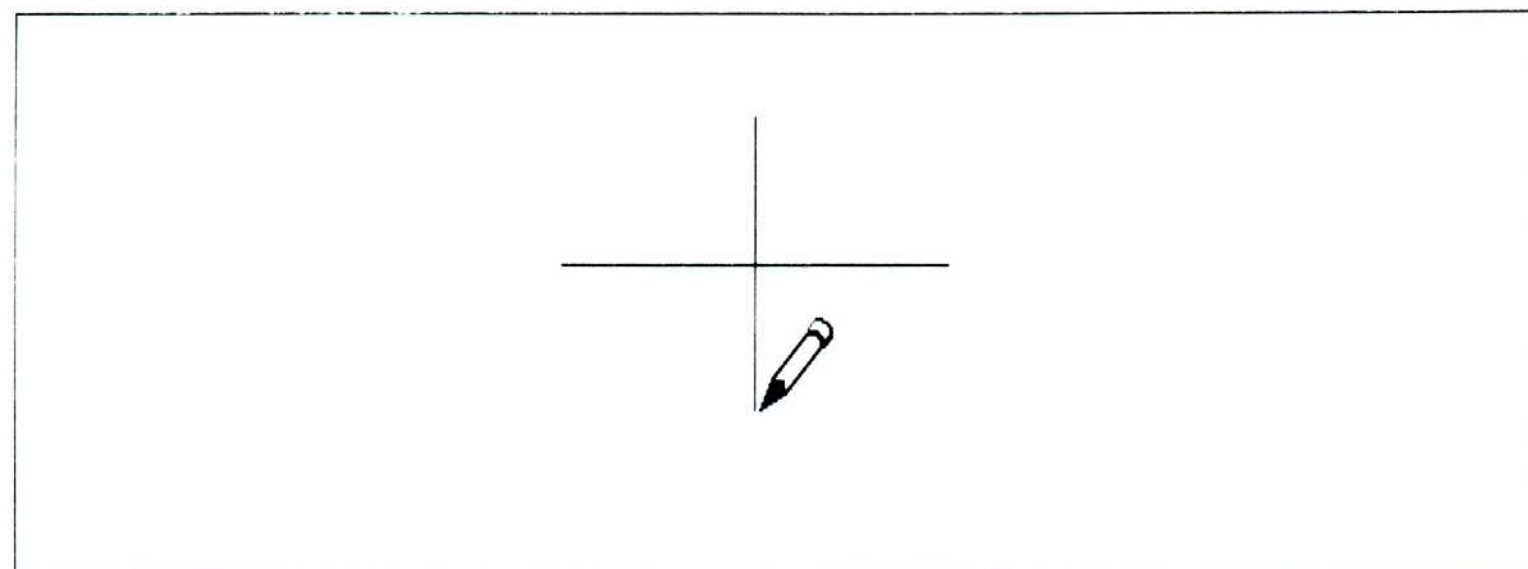
### Drawing with the Pencil



- 1 Move the mouse pointer into the drawing window. The pointer changes to a pencil as soon as it enters the drawing window.
- 2 Drag the pointer in the drawing window to sketch a horizontal line. Release the mouse button.  
(Don't worry if your line isn't perfectly straight. Later on you will learn how to use a grid for more control.)



- 3 Move the pointer a short distance above the line.
- 4 Drag the pointer down to sketch a vertical line. Release the mouse button.

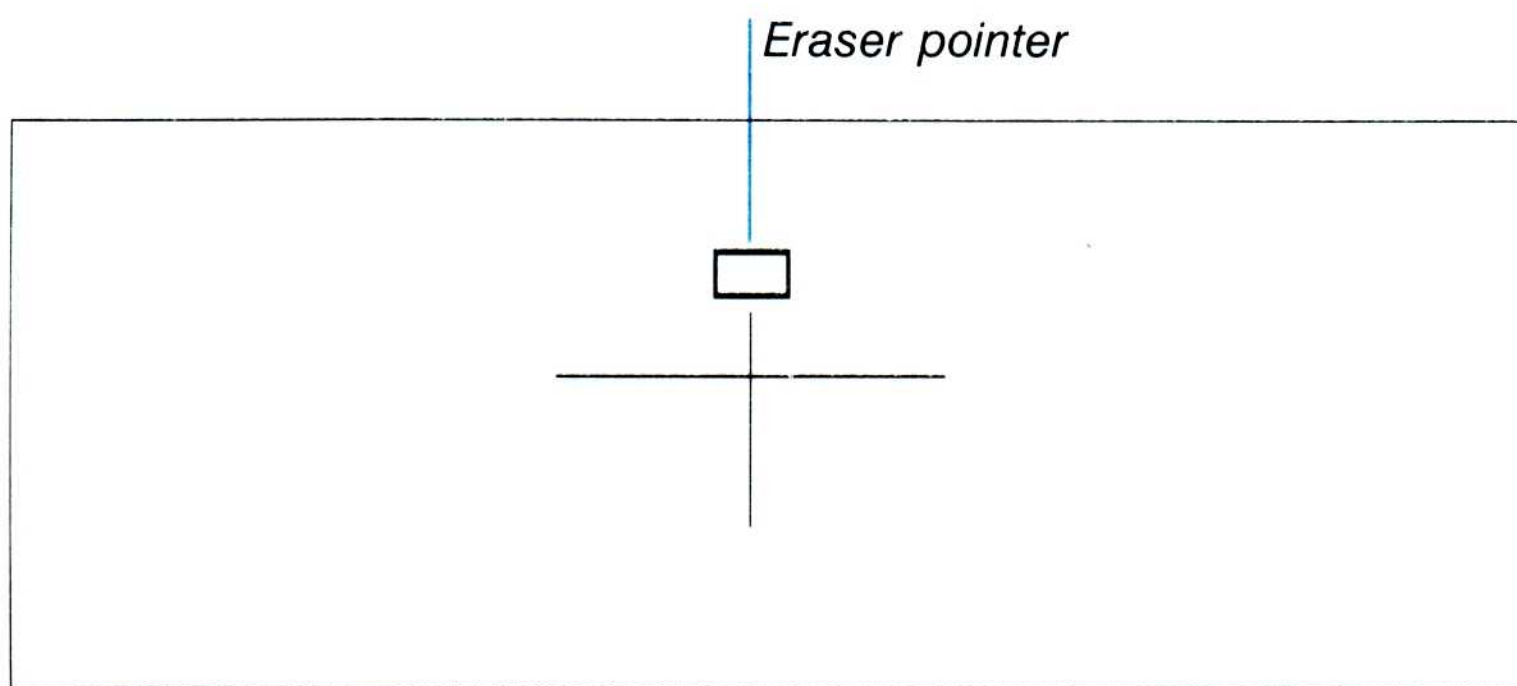




## Erasing Part of a Drawing

You can use the Eraser to erase parts of your drawing that you no longer want. To erase part of the line you've just drawn, follow these steps:

- 1 Move the mouse pointer to the Eraser tool in the Tools palette.
- 2 Click the mouse button. The tool shown in the status box changes to an eraser.
- 3 Move the pointer to the top of the vertical line. The pointer changes to an eraser as soon as it enters the drawing window.
- 4 Drag the pointer downward to erase part of the line. Release the mouse button.



### Using the Eraser



## Using the Undo and Erase Commands

You can use the Undo command to restore the last object you erased, or to delete the last object you created:

- Select the Edit menu and choose the Undo command.  
The part of the line you just erased reappears.

For practice using the Undo command, follow these steps:

- 1 Select the Pencil tool in the Tools palette.
- 2 Draw another line somewhere in the drawing window.
- 3 Select the Edit menu and choose the Undo command.  
The line you have just drawn is deleted from the drawing.
- 4 Choose Undo again to restore the line.

### Using the Undo command



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## Using the Erase command

You can use the Erase command if you no longer want the objects in the drawing window. To erase the sketch you have just made, do this:

- Select the Edit menu and choose the Erase command.  
Paint clears the drawing window.

---

## Ending a Paint Session

If you want to quit Paint and take a break before the next exercise, use the Exit command from the File menu. If you don't want to quit Paint yet, go on to the next section.

To quit Paint, follow these steps:

- 1 Select the File menu and choose the Exit command.  
If you have created a new drawing, or made changes to an old one, Paint prompts you to save your drawing before quitting.
- 2 Choose the No button. (You will learn how to save a drawing later on.)  
Windows closes the Paint window.

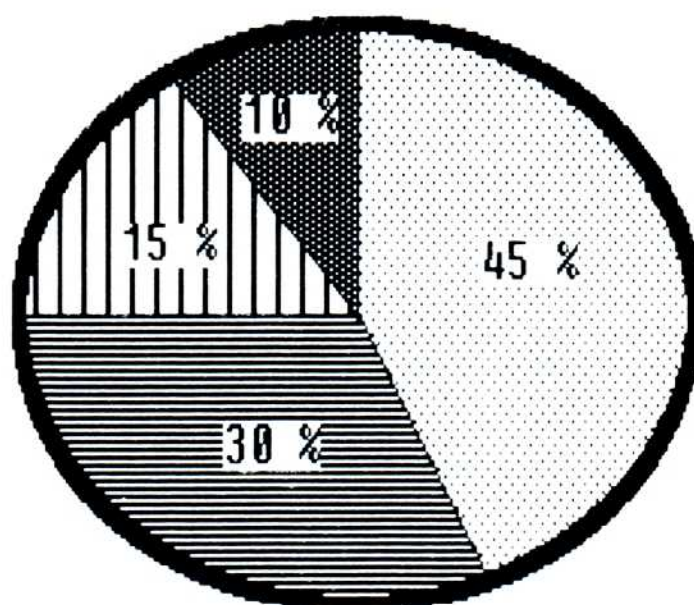
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## Quitting Paint

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## Creating a Drawing

Now that you have practiced drawing with the mouse and know what to do if you make a mistake, you are ready to begin your first drawing in Paint. In this exercise, you will use several of Paint's tools, patterns, and commands to create the following pie chart. When you have completed the pie chart, you will learn how to print it.



### Legend

- Mama LaGuido's
- ▬ Tons of Toppins
- ||||| The Anchovy
- Crusty's

The Market Share of the Top Four Pizza Parlors  
(in percentages)



## Before You Begin

Before you begin, make sure that you have started Paint (if you quit Paint in the last section). See Chapter 1, “Getting Started,” if you need a reminder on how to start Paint. You may want to enlarge the Paint window to fill the entire screen by using the Maximize box or the Maximize command. This will give you more space in the drawing window.

For the following exercise, you’ll need the Helvetica font. Look in the Character menu to see if the abbreviation “Helv” is there. (You could use another font if you wanted; your drawing would just look different from the examples you see in this chapter.) See the *Microsoft Windows User’s Guide* for information on how to add fonts.

If you want to print your drawing, make sure that your printer is connected and set up the way you want before you begin. See the section called “Preparing to Print” in Chapter 1, “Getting Started,” and the *Microsoft Windows User’s Guide* for information on how to add and set up a printer.

If you just want to experiment with Paint, you don’t need to connect or set up a printer. Just work through the following exercise and then skip over the section called “Printing a Drawing.”

## Starting a New Drawing

If you did not quit Paint in the previous section, use the New command to start a new drawing. This command clears any remaining objects outside of the drawing window.

To begin drawing the pie chart, follow these steps:

- 1 Select the File menu and choose the New command.  
A dialog box may ask if you want to save the current drawing (probably your pencil sketches from the previous exercise).
- 2 Choose the No button. (You will learn how to save a drawing later.)

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**Beginning a new drawing**

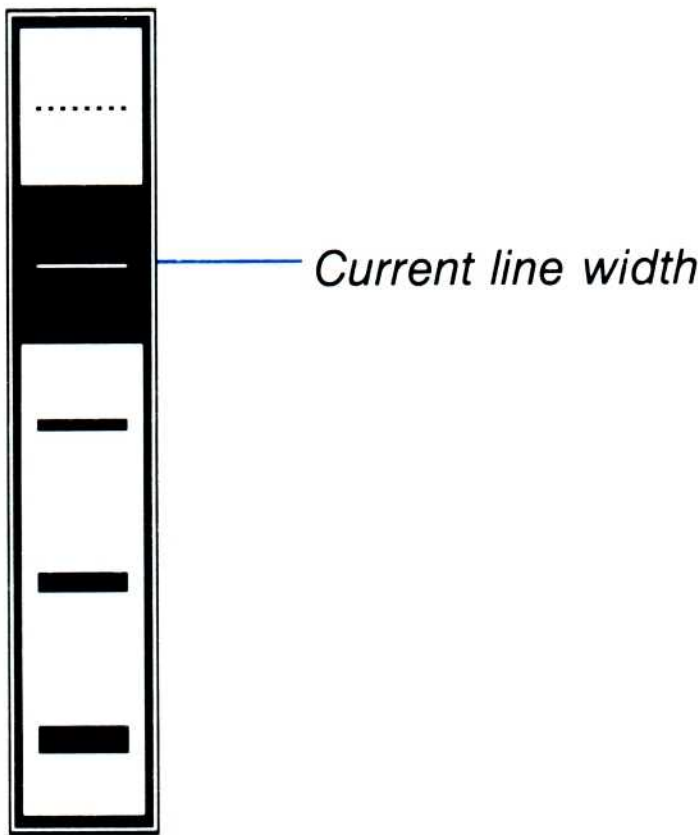


## Using Paint's Tools and Palettes

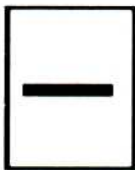
You draw objects in Paint using the Tools palette, and you specify patterns, line widths, and brush shapes by choosing commands from the Palette menu.

In this exercise, you will begin by changing the line width:

- 1 Select the Palette menu and choose the Line Widths command. The Line Widths palette appears, with the current line width selected.



### Changing the Line Width

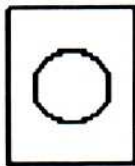


- 2 Select the third line width. The Line Widths palette vanishes and the new line width appears in the lower-right corner of the status box.

Once you display a palette, you must make a selection before you can return to the drawing window. If you decide not to change the selection, just click the item selected.

Now you will draw the border of the pie chart:

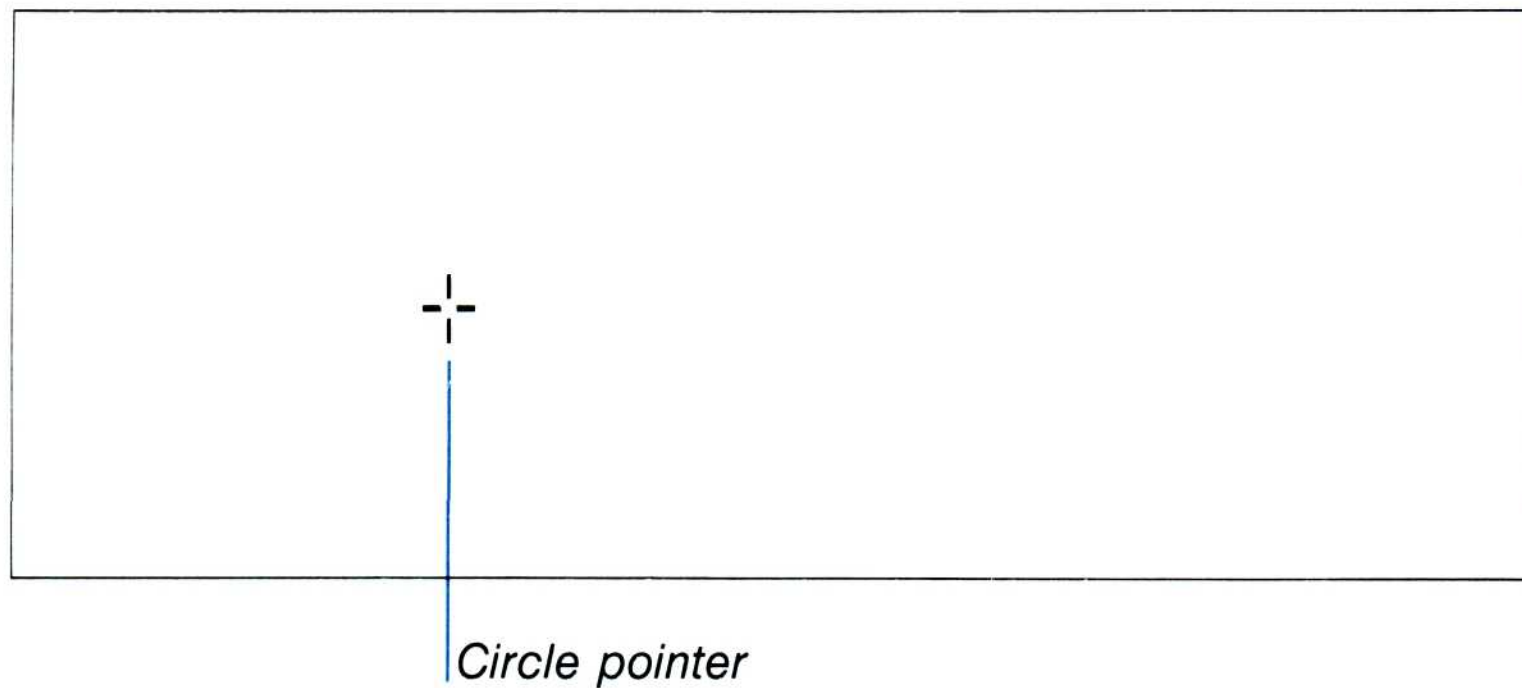
### Drawing a circle



- 1 Select the Circle tool. (Use the empty circle, shown in the margin.) The circle appears in the status box.

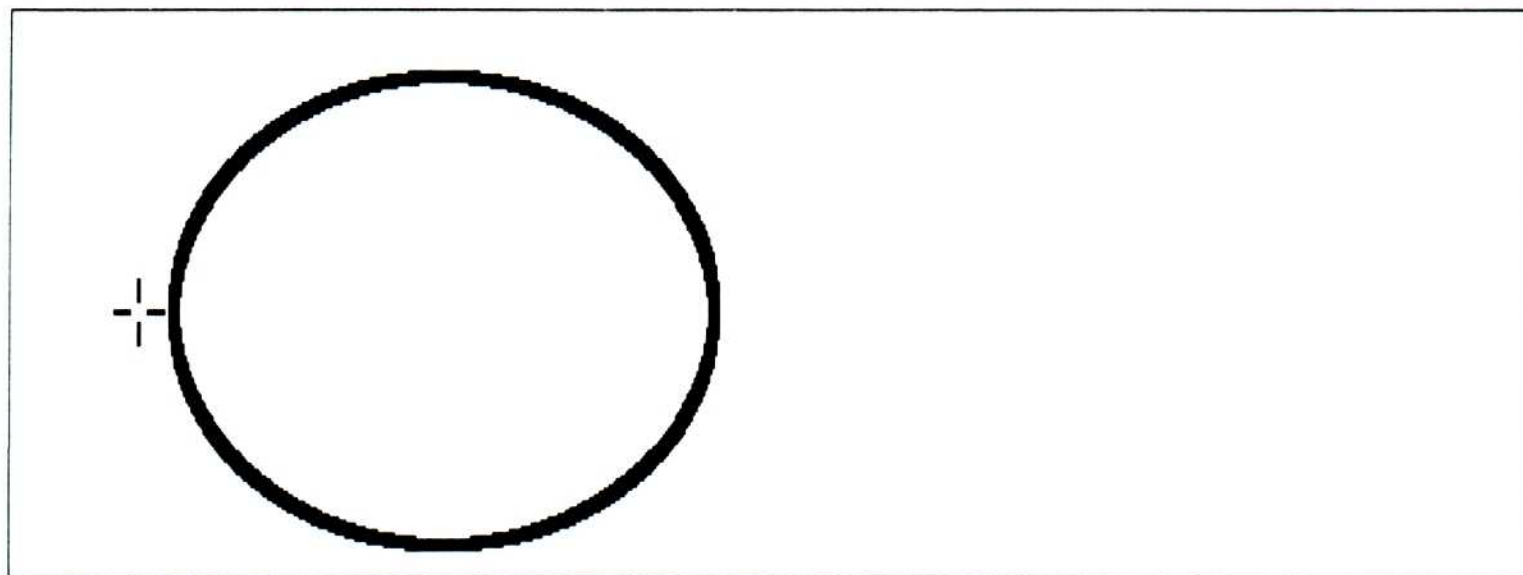


- 2 Position the pointer to the left of the center of the drawing window, as shown in the following example.



- 3 Drag the pointer to the left to draw the circle, then release the mouse button.

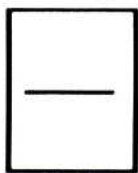
Your drawing will look something like this:



Make sure that you can see the entire circle in the drawing window and that it is on the left side of the screen. This is important because you will need room later on to add objects and text on the right side of the screen.

If the circle is not in the proper place, use the Undo command to erase it, and then try again.

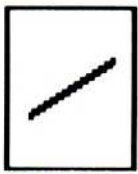




Now you are ready to divide the chart into four pieces. First you need to change the line width again:

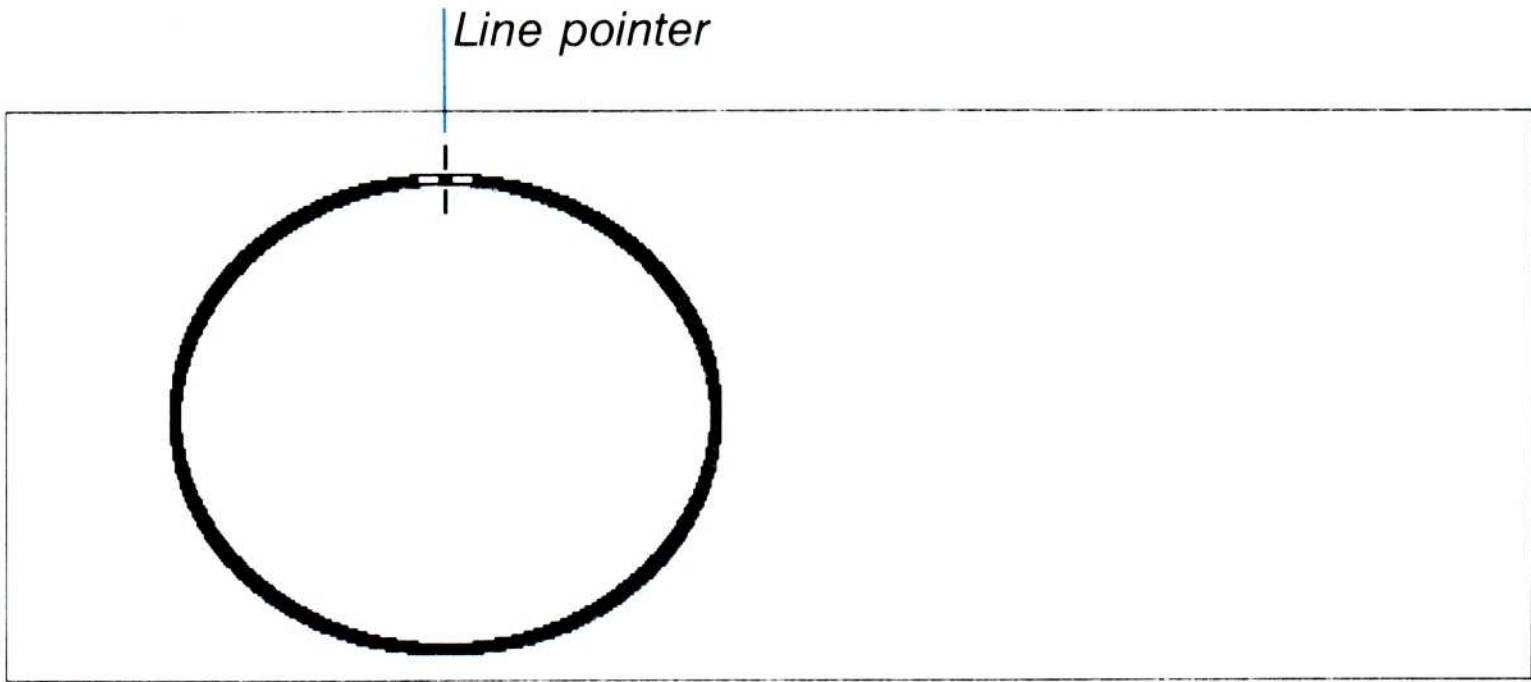
- Select the second line width on the Line Widths palette.

**Drawing a straight line**



Now draw the first line to divide the chart:

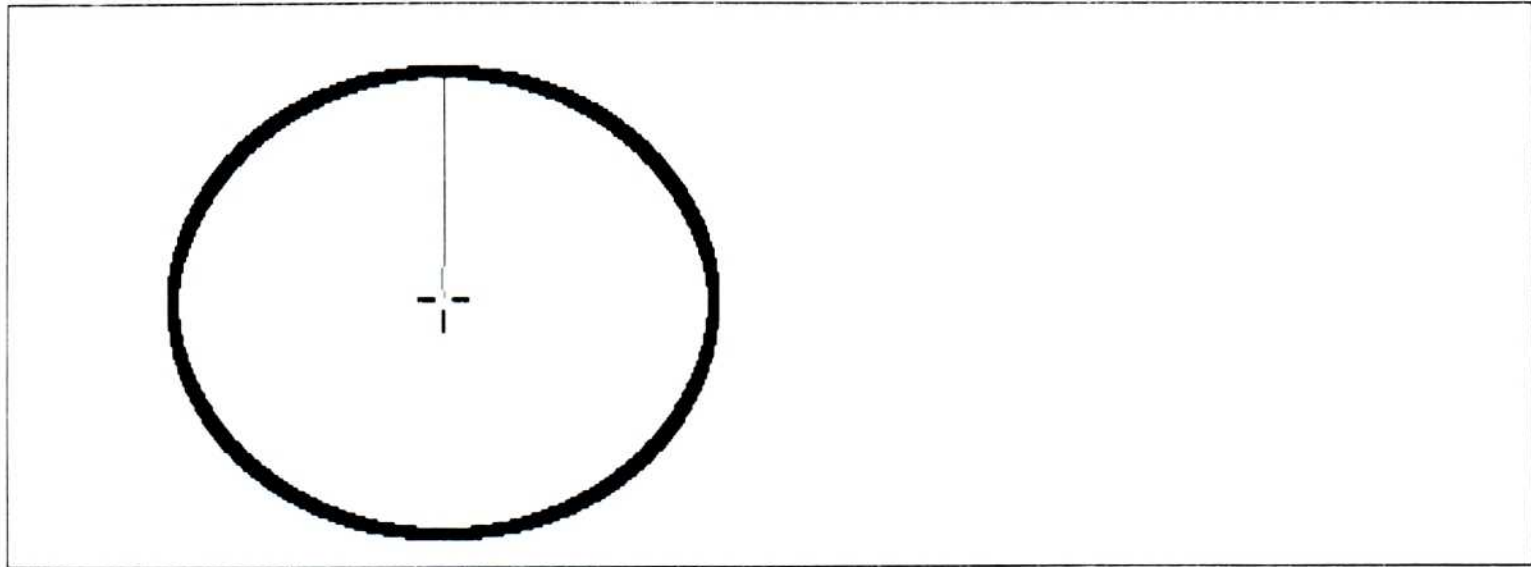
- 1 Select the Line tool.
- 2 Position the pointer on the top edge of the circle so that it is centered.



- 3 Drag the pointer to the center of the circle, then release the mouse button.

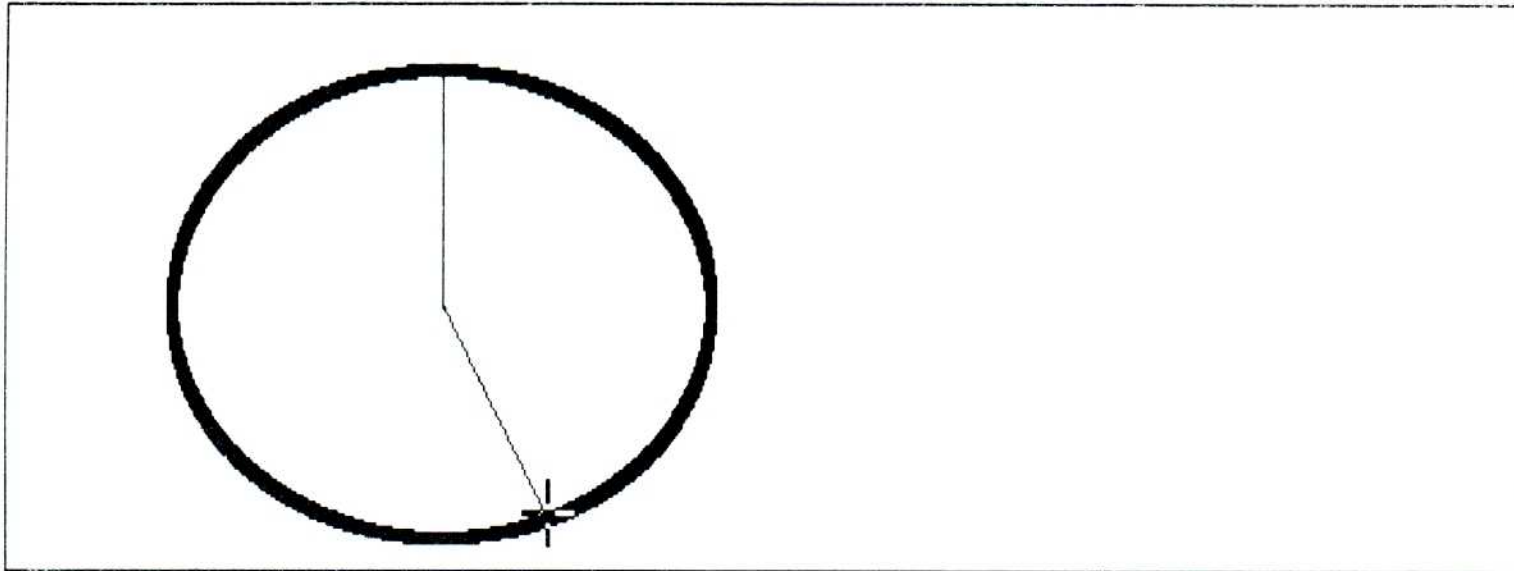
Now draw the remaining lines:

- 1 Position the pointer at the center of the circle (this should be the end point of the first line).



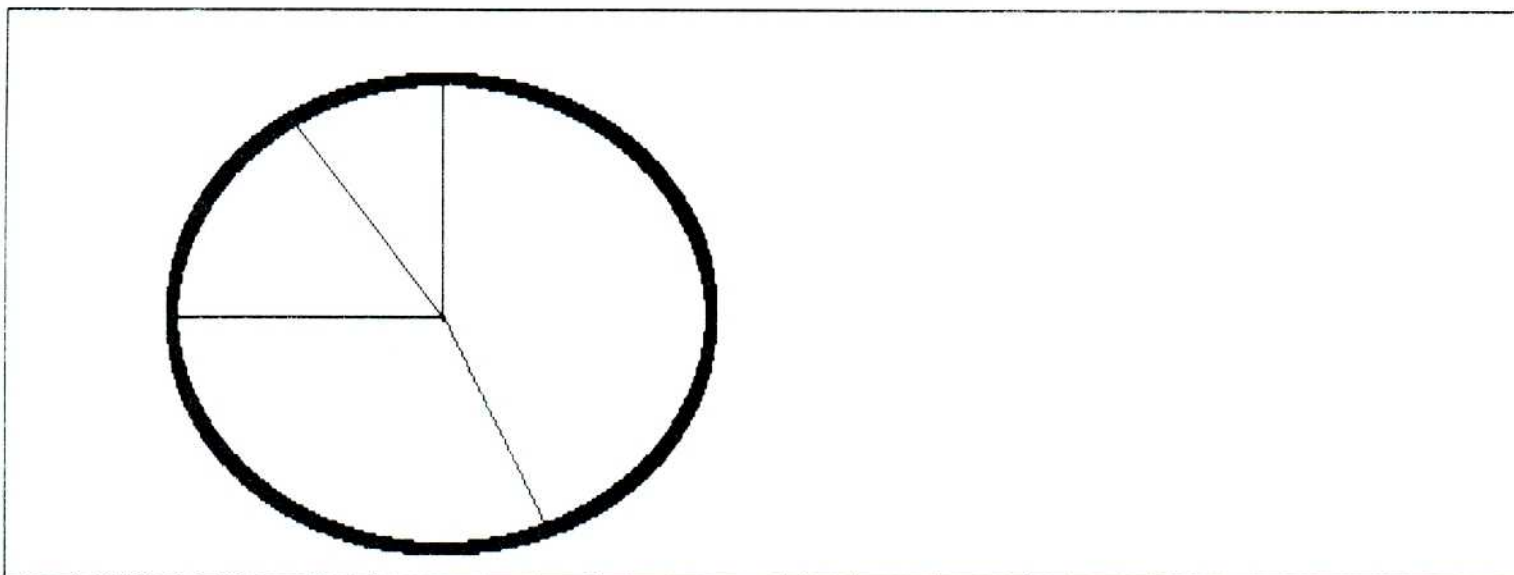


- 2 Drag the pointer to the bottom-right edge of the circle, then release the mouse button.



It is important that the dividing lines meet at the center and touch the edge of the circle. Otherwise, you won't be able to shade the pieces properly later on. If the lines don't meet, use the Undo command to erase the second line. Then redraw it as described in the two preceding steps.

- 3 Draw the rest of the dividing lines in the same way.  
Your drawing will look something like this:



## Saving Your Work

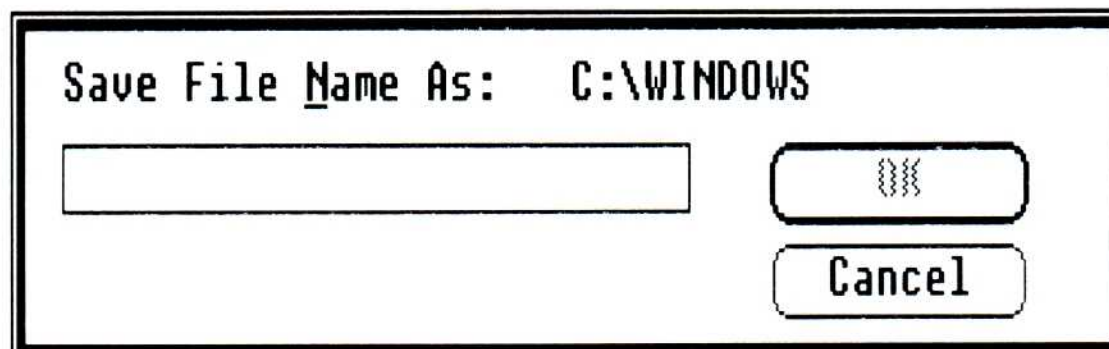
During a Paint session, it is a good idea to save your drawing at regular intervals. That way you can be sure that you won't lose your work if your session is interrupted. There are two commands you can use to save a drawing: Save As and Save.



## Using the Save As command

Use the Save As command to name and save a drawing that doesn't already have a title.

- 1 Select the File menu and choose the Save As command.  
A dialog box prompts you to name your drawing. The text box is empty because your drawing is untitled.



- 2 Type a name for your drawing, such as *piechart*. It doesn't matter whether you use capital or lowercase letters. If you don't type an extension, Paint adds .MSP to the filename.
- 3 Choose the OK button, or press the ENTER key.  
The Save As command stores your drawing as a file on your disk under the filename you typed.

## Using the Save command

If you want to save your drawing again later on, select the File menu and choose the Save command to save your changes under the current filename. The Save command will write over the old version of the file; choose the Save As command if you want to save your changes under a different filename and keep the original drawing.

**Note** Once you have created Paint files that have a .MSP extension, you have a new way to start Paint: just double-click the .MSP filename in the MS-DOS Executive window. Windows starts Paint and opens the file.

## Adding Patterns to a Drawing

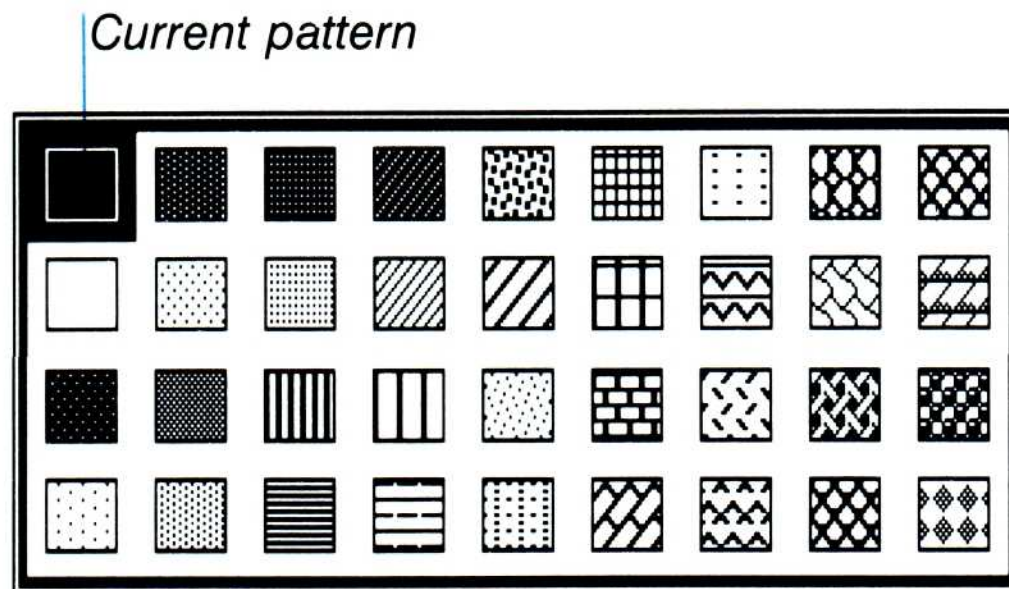
Now that you have divided your pie chart into four pieces, and have saved the work you've done so far, you are ready to fill in the pie pieces. You will do this by using the Fill tool and several different patterns.



Follow these steps to select a pattern and fill a pie piece:

## Changing patterns

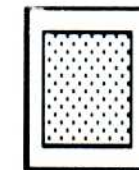
- 1 Select the Palette menu and choose the Patterns command.  
The Patterns palette appears, with the current pattern selected.



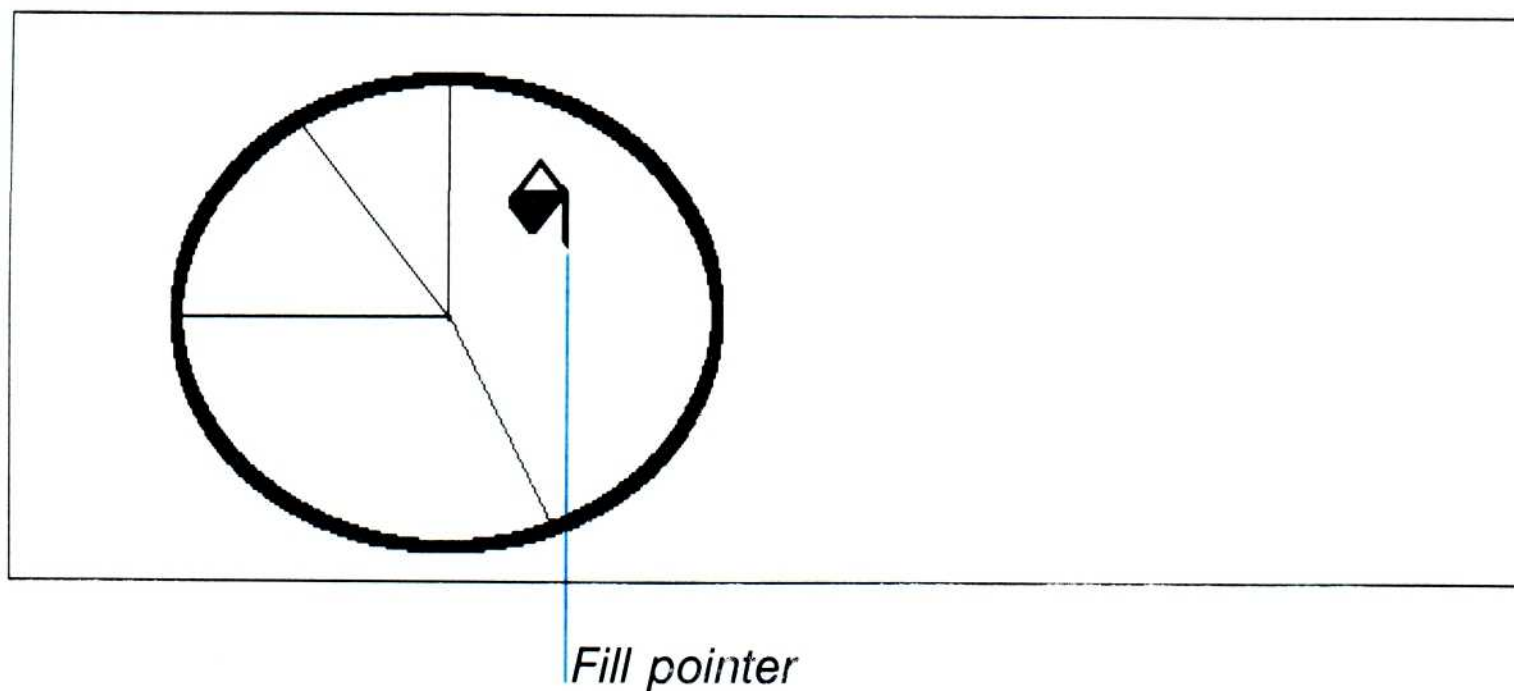
Select the light pattern of dots in the second column of the second row.

The Patterns palette vanishes and the new pattern appears in the upper-right corner of the status box.

- 2 Select the Fill tool.
- 3 Position the pointer inside the largest pie piece.



## Filling an area



- 4 Click the mouse button.  
The first pie piece is filled with the new pattern.

This is a good point to begin drawing a legend for your pie chart. You will do this using the Brush tool and the Brush Shapes palette.



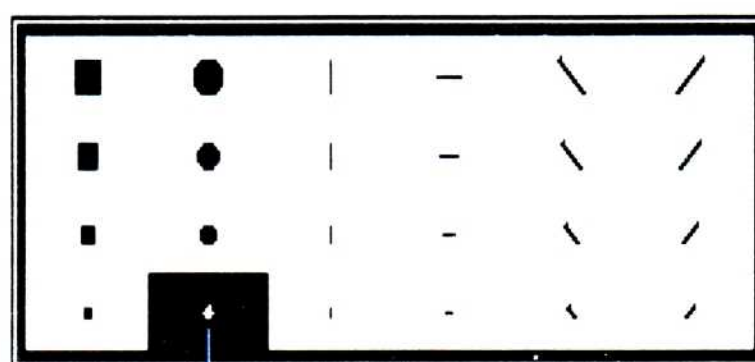
**Hint** If you find that you need a little more control when using the Pencil or Brush, you may want to use a grid to help you draw. See Chapter 5, "Command Summary," for information on how to specify and use a grid.

## Changing the brush shape

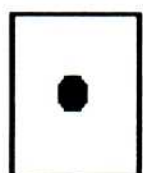
Follow these steps to add the first pattern to the legend:

- 1 Select the Palette menu and choose the Brush Shapes command.

The Brush Shapes palette appears, with the current brush shape selected.



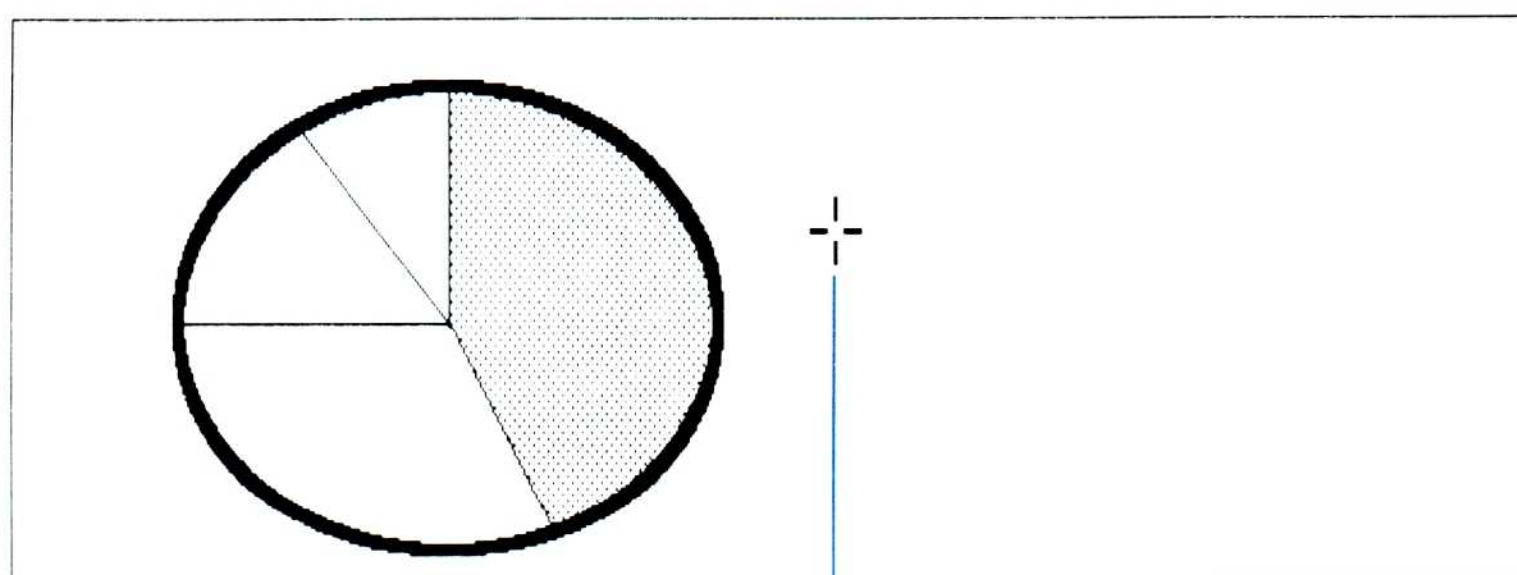
*Current brush shape*



- 2 Select the large round brush shape in the second column of the first row.

The Brush Shapes palette vanishes and the new brush shape appears in the lower-left corner of the status box.

- 3 Select the Brush tool.
- 4 Position the pointer near the top-right edge of the circle.



*Brush pointer*

- 5 Drag the pointer a short distance to the right.

## Using the Brush



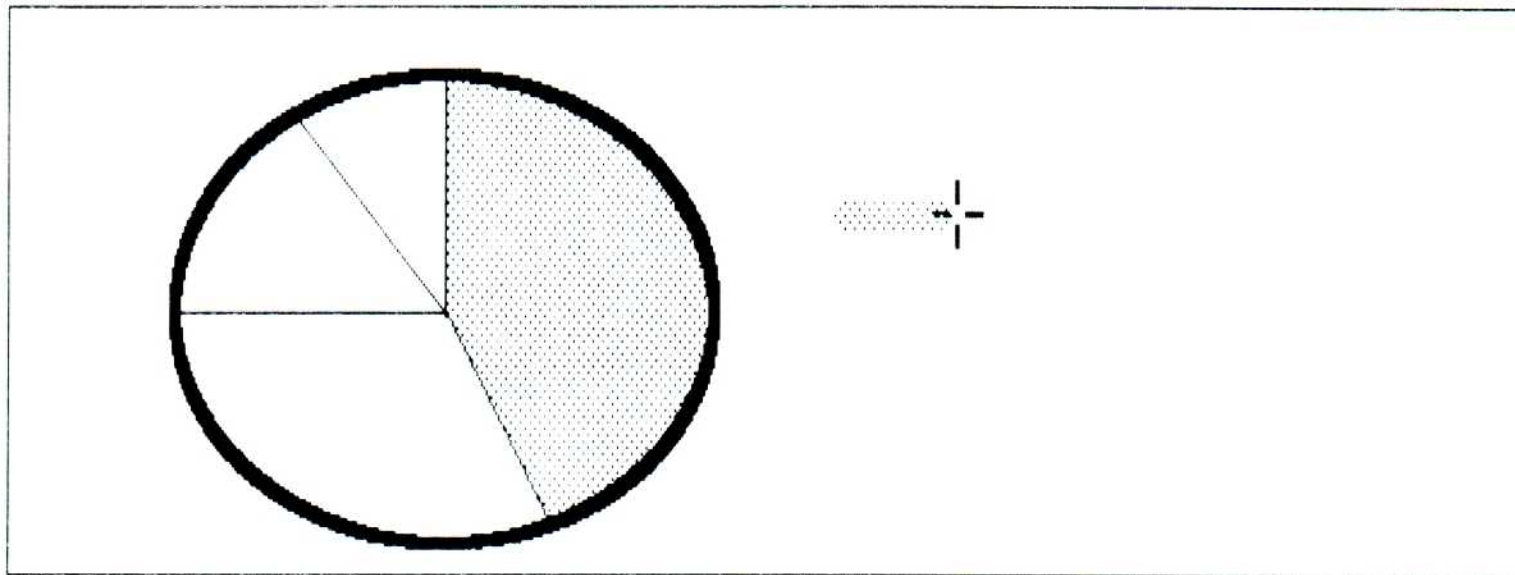


It is important that the pattern be close to the circle. Later on, you will need enough room above and next to the pattern to type text.

If the pattern is not as straight as you would like it to be, or if it's not close enough to the circle, use the Undo command to erase it, and then try again.

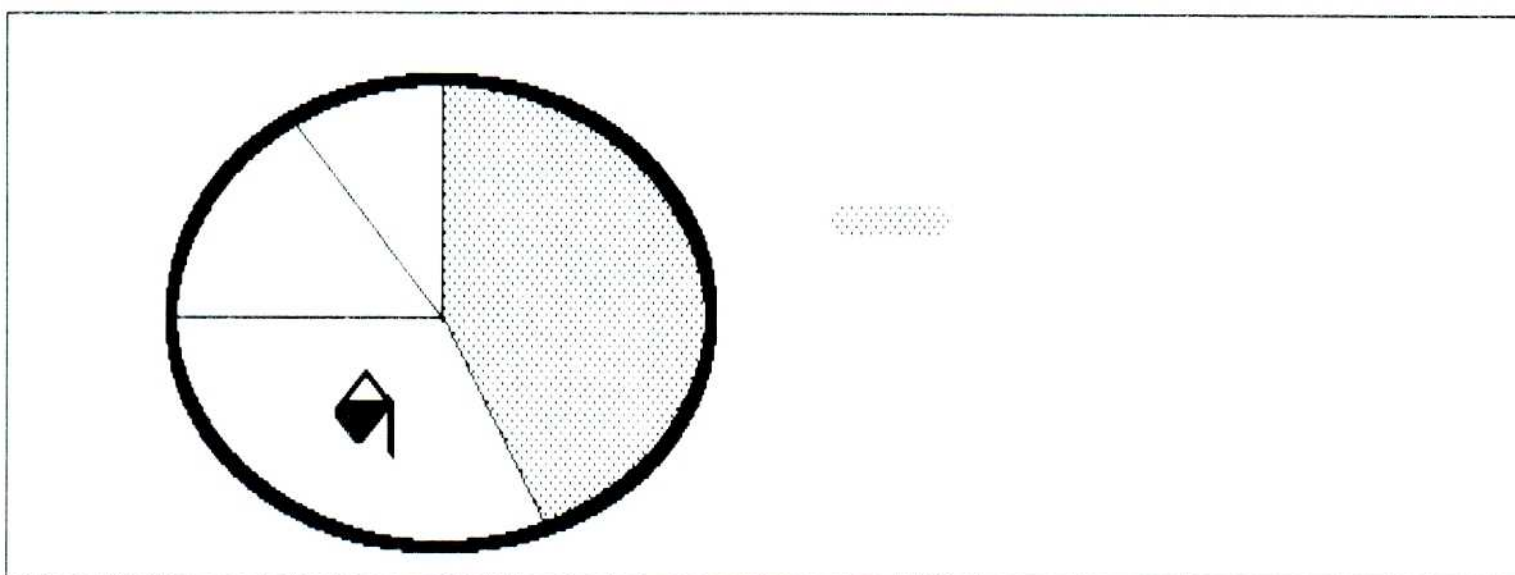
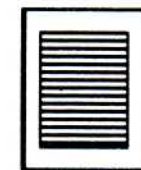
Remember, you can choose a grid if you need more control while drawing the patterns.

Your drawing should now look something like this:



To fill in the second pie piece, follow these steps:

- 1 Select the Palette menu and choose the Patterns command.
- 2 Select the pattern in row 4, column 3.
- 3 Select the Fill tool.
- 4 Position the pointer inside the second piece.

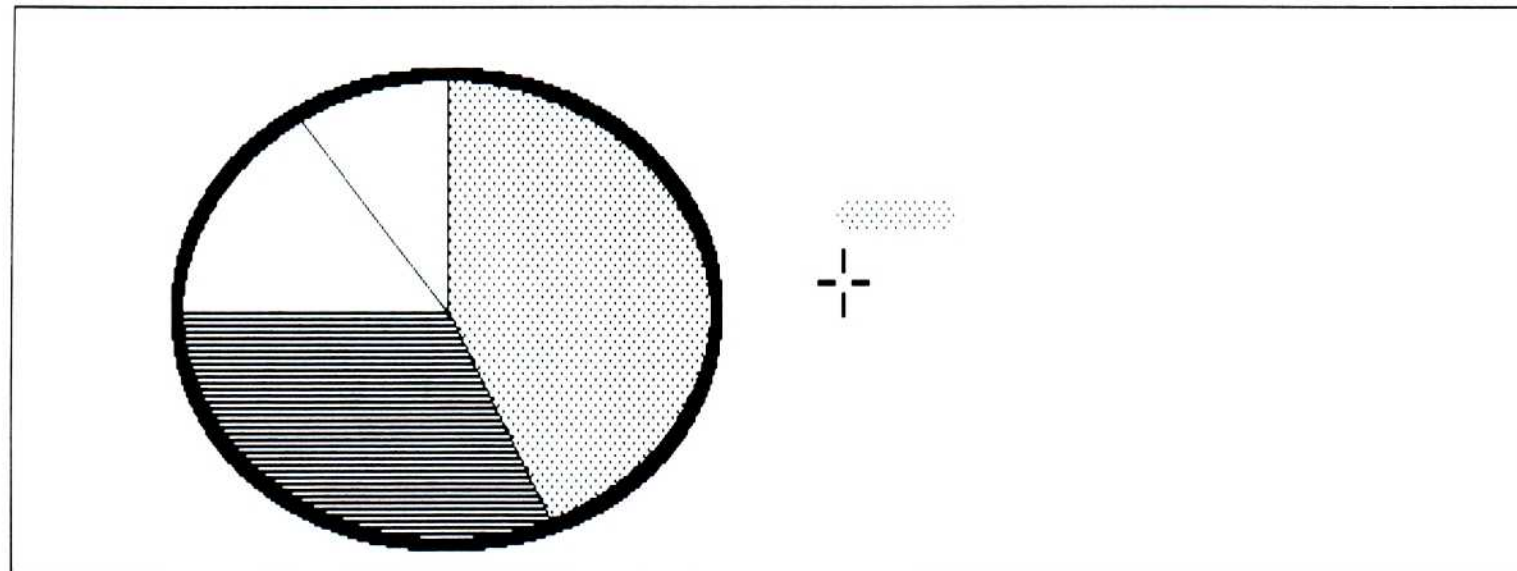


- 5 Click the mouse button.  
The second pie piece is filled with the new pattern.

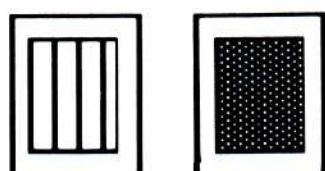
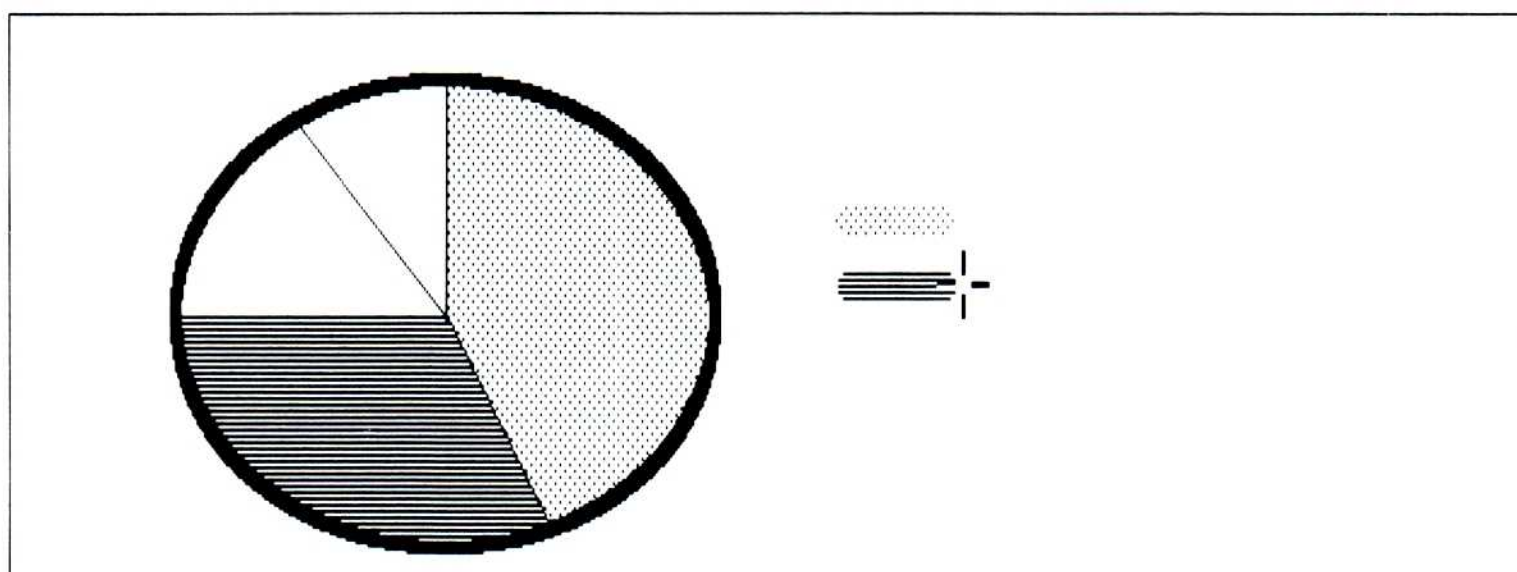


Now add the second pattern to the legend:

- 1 Select the Brush tool.
- 2 Position the pointer below the first pattern in the legend.



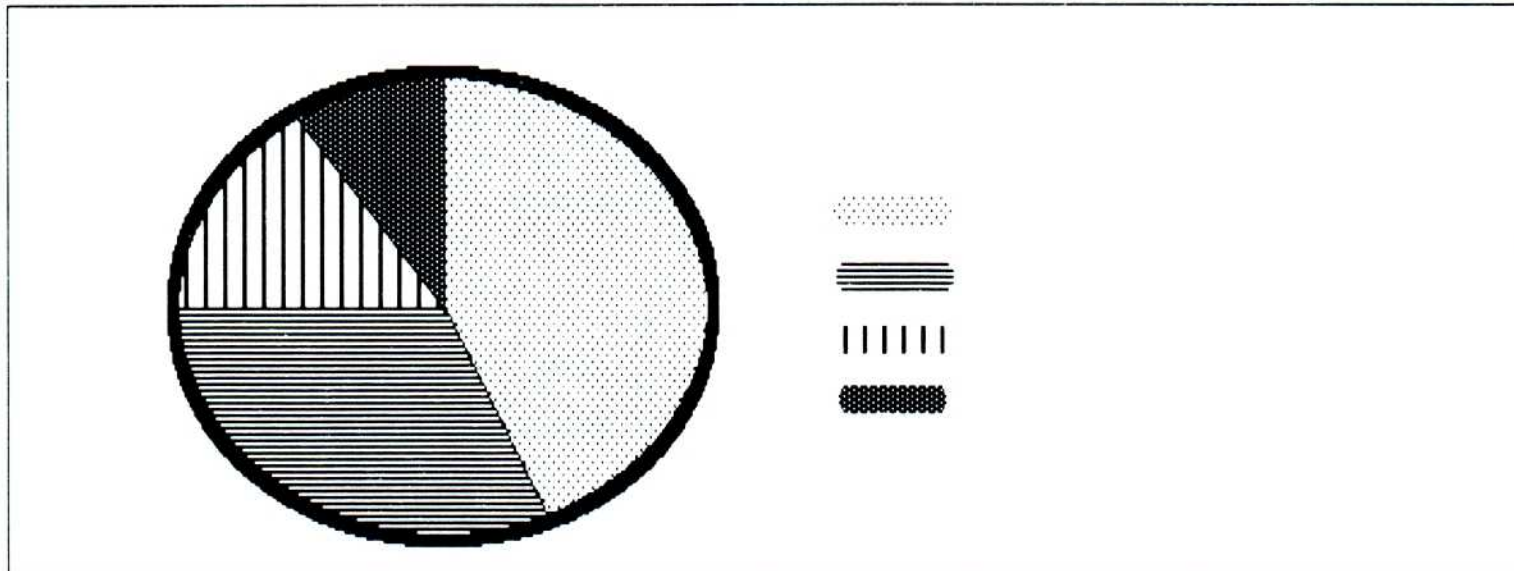
- 3 Drag the pointer a short distance to the right.  
Your drawing should now look something like this:



- 4 Repeat the preceding steps to fill in the rest of the pie pieces and to finish the legend.  
For this exercise, use the pattern in row 3, column 4 of the Patterns palette for the third piece, and the one in row 1, column 2 for the fourth piece.



When you are finished filling in the pieces and creating the legend, your drawing will look something like this:



## Adding Text to a Drawing

You are now ready to add numbers, names, and a title to your drawing. You will add numbers to the pie pieces, names of pizza parlors to the legend, and a title to the pie chart. To do this, you will use several commands from the Character, Size, and Style menus.

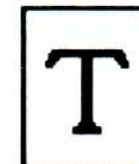
**Note** In this exercise, the text for the legend items and the title of the drawing was created using the Helvetica font. You may use another font if you like; your drawing will just look slightly different from the following examples.

Before you continue with this exercise, make sure the font you want to use is listed in the Character menu. If it isn't, first use the Save command to Save your drawing. Then see the *Microsoft Windows User's Guide* for information on adding fonts.

To type numbers in the pie pieces, follow these steps:

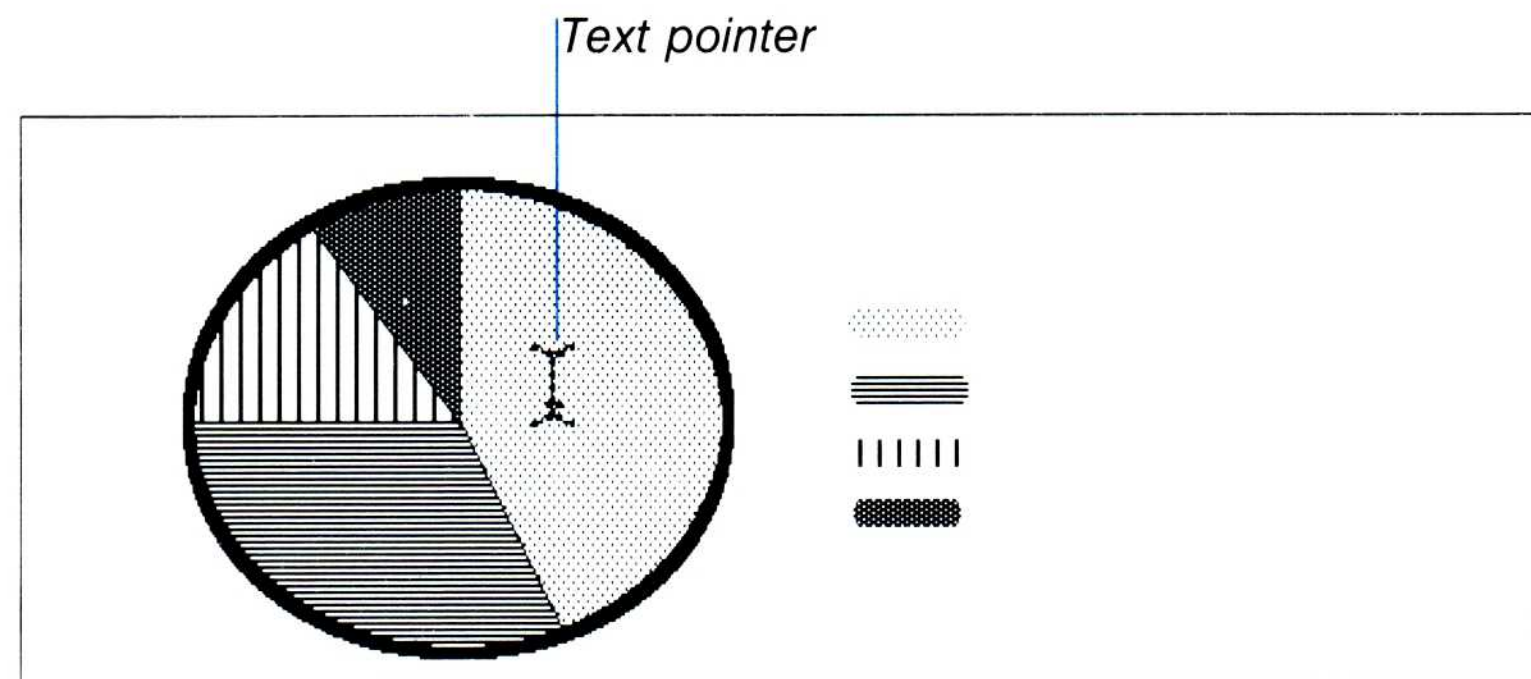
1. Select the Text tool.

### Adding text



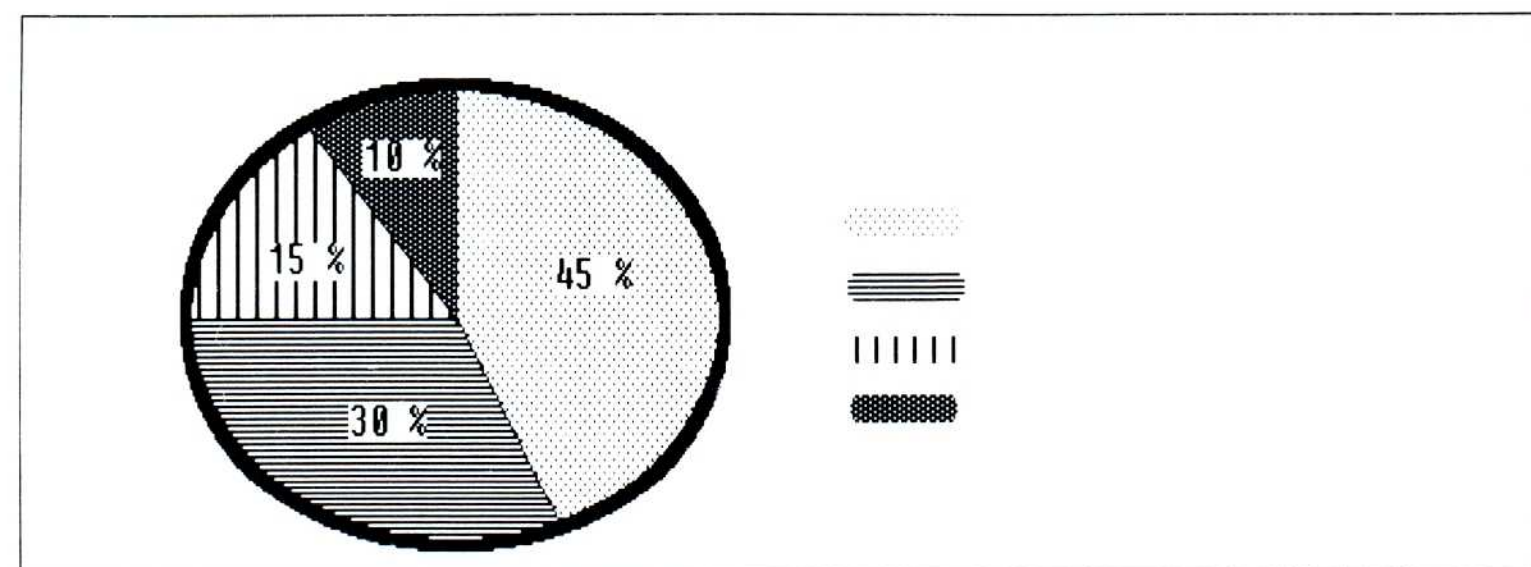


- 2 Position the pointer inside the first pie piece, where you want the number to appear, and click the mouse button to position the insertion point.



- 3 Type *45 %*. (Use a space between the number and the percent sign.)  
If you make a mistake, press the BACKSPACE key and retype the number.
- 4 Repeat steps 2 and 3 to add numbers to the rest of the pieces.  
Type *30 %* in the second piece, *15 %* in the third piece, and *10 %* in the fourth piece.

When you are finished typing the numbers, your drawing will look something like this:





Now type the names of the pizza parlors next to the patterns in the legend:

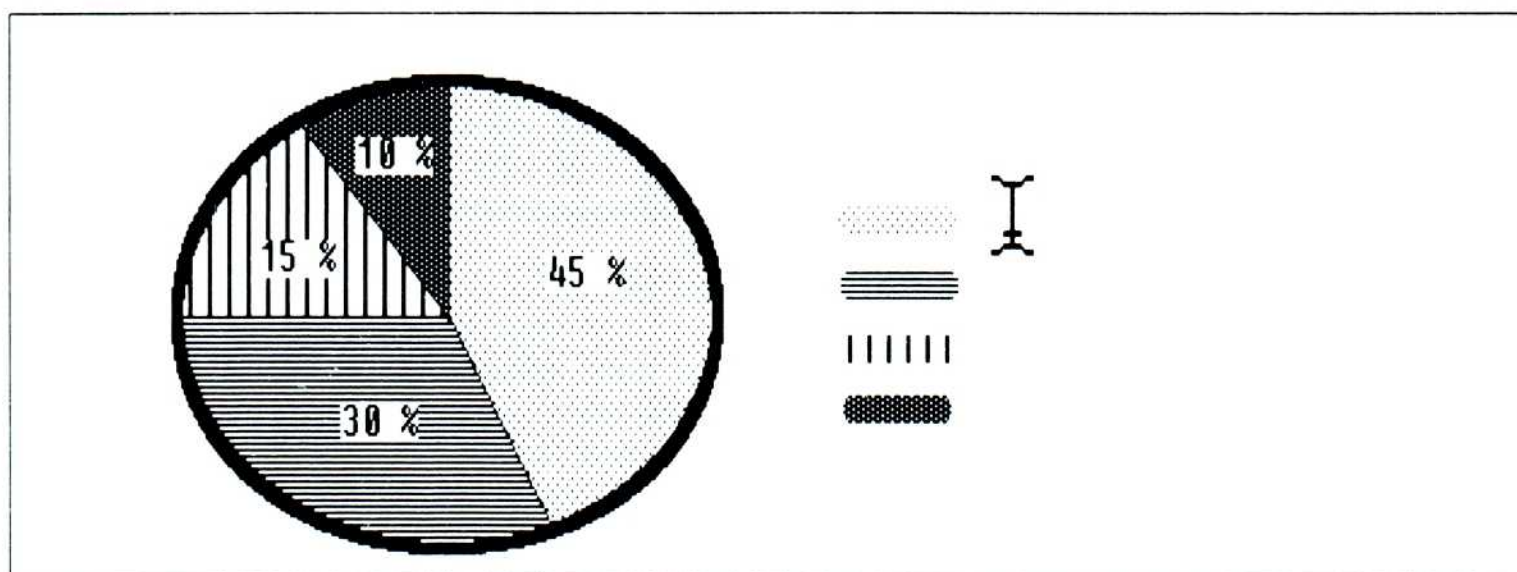
## Choosing fonts and font sizes

- 1 Select the Character menu and choose the font you've decided to use. (A checkmark will appear next to this font the next time you choose the Character menu.)
- 2 Select the Size menu and choose 15. (A checkmark will appear next to this number the next time you choose the Size menu.)

**Note** If you are using a graphics card other than an Extended Graphics Adapter (EGA) or a font other than Helvetica (Helv), some of the font sizes used in this exercise may not be supported, or they may appear quite large on your screen. If this is the case, choose a different font size from the Size menu, and then follow the next steps to add text. Keep trying different sizes until the size of your text comes close to the size of the text in the example.

If you are using an EGA card, just go on to the next step.

- 3 Position the pointer to the right of the first pattern in the legend and click the mouse button to position the insertion point.



- 4 Type *Mama LaGuido's*.

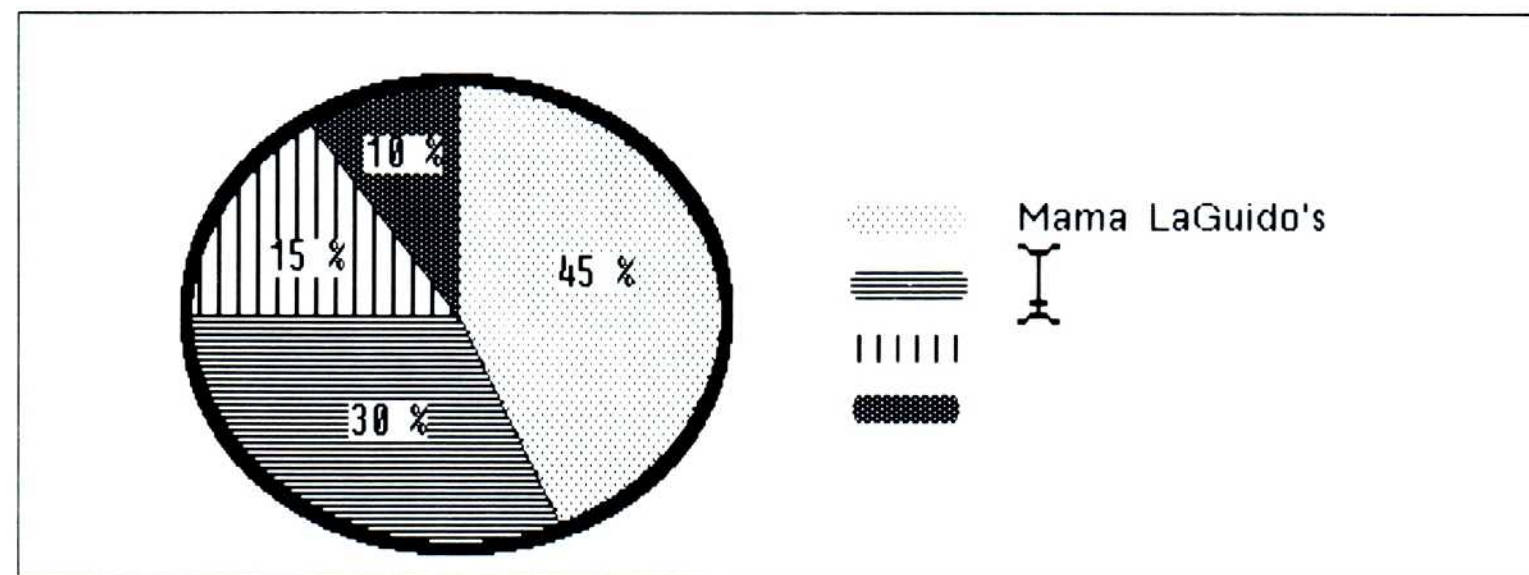
If you make a mistake, press the BACKSPACE key and retype the name.



Now add the remaining names to the legend:

- 1 Position the pointer to the right of the second pattern in the legend and click the mouse button to position the insertion point.

**Hint** You can press the ENTER key after typing the first name. This will move the insertion point to the next line, although it may not match the distance between paint patterns.



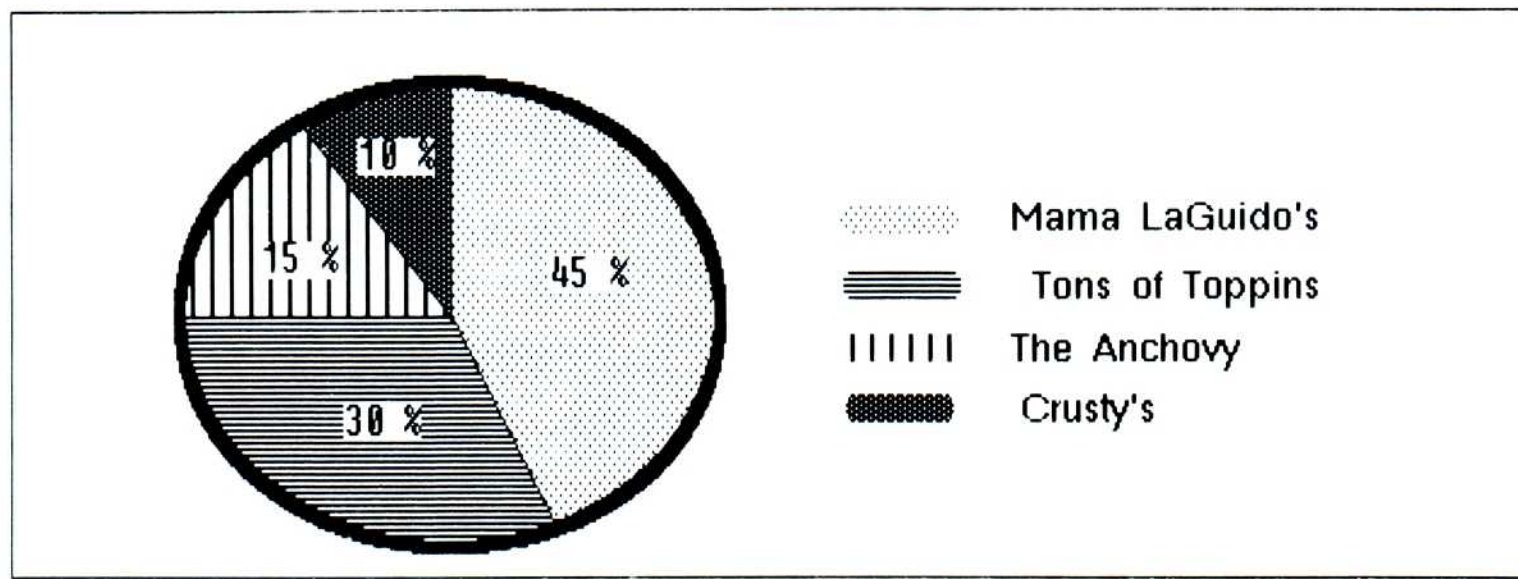
- 2 Type *Tons of Toppins*.
- 3 Repeat this procedure to add the rest of the names to the legend.

Type *The Anchovy* next to the third pattern and *Crusty's* next to the fourth pattern.

Don't worry if the patterns and names aren't perfectly lined up with each other. In the next chapter, you will learn how to move objects around in the drawing window so that you can line up the names and patterns in the legend.

When you have finished adding the names to the legend, your drawing will look something like this:



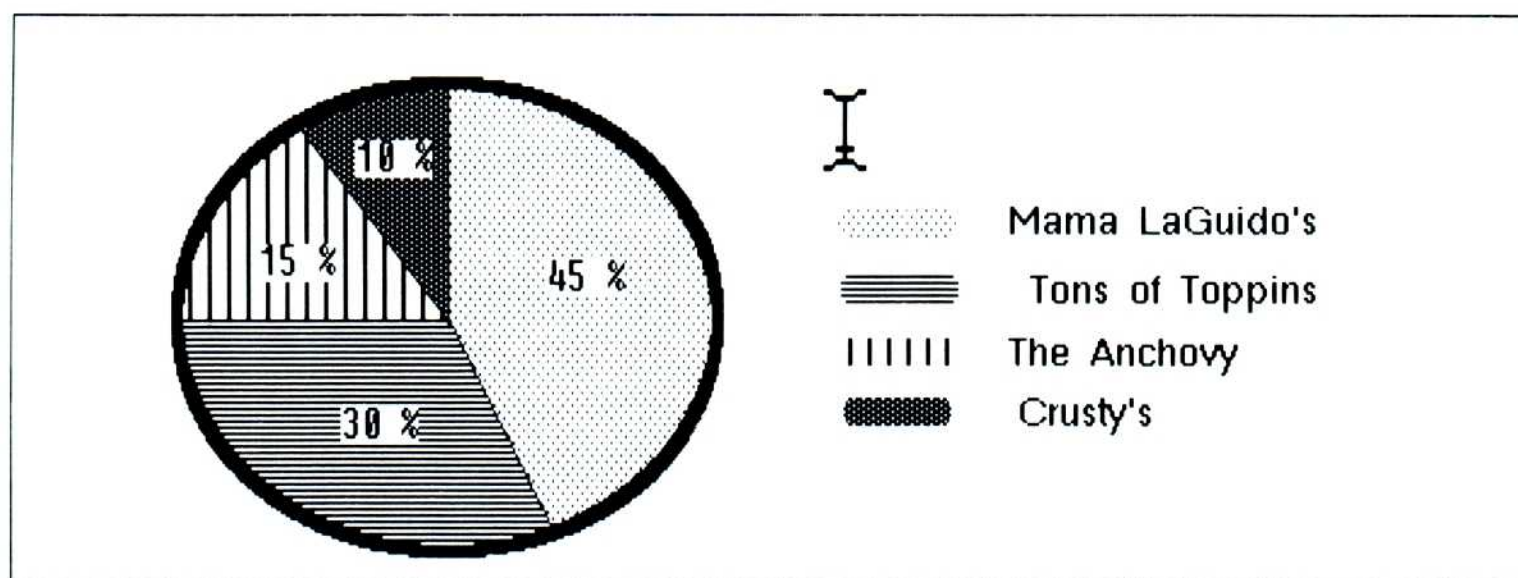


Now you need to add a heading to the legend and a title to the bottom of the pie chart.

First, type a heading for the legend:

### Choosing font styles

- 1 Select the Character menu to make sure the font you are using is still active. If it's not, choose the font again.
- 2 Select the Size menu to make sure the font size is still set at 15 (or whatever size you are using). If it's not, choose the size again.
- 3 Select the Style menu and choose the Bold command. (A checkmark will appear next to this command the next time you choose the Style menu.)
- 4 Position the pointer above the left edge of the first pattern in the legend, and click the mouse button to position the insertion point.



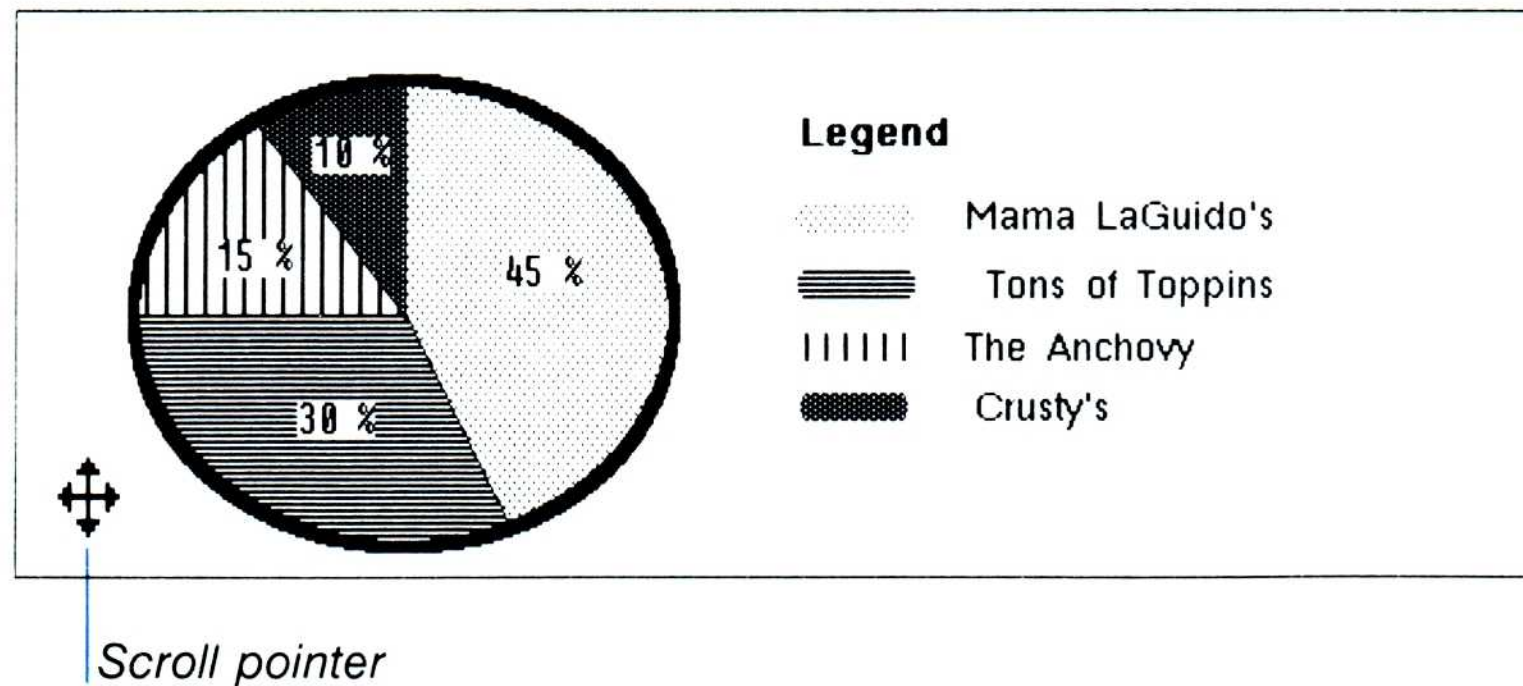
- 5 Type *Legend*.



**Scrolling a drawing**

Before you type a title for the pie chart, you need to make room for it at the bottom of the drawing. To do this, use the Scroll tool to move your drawing up:

- 1 Select the Scroll tool.
- 2 Position the pointer at the bottom-left corner of the drawing window.



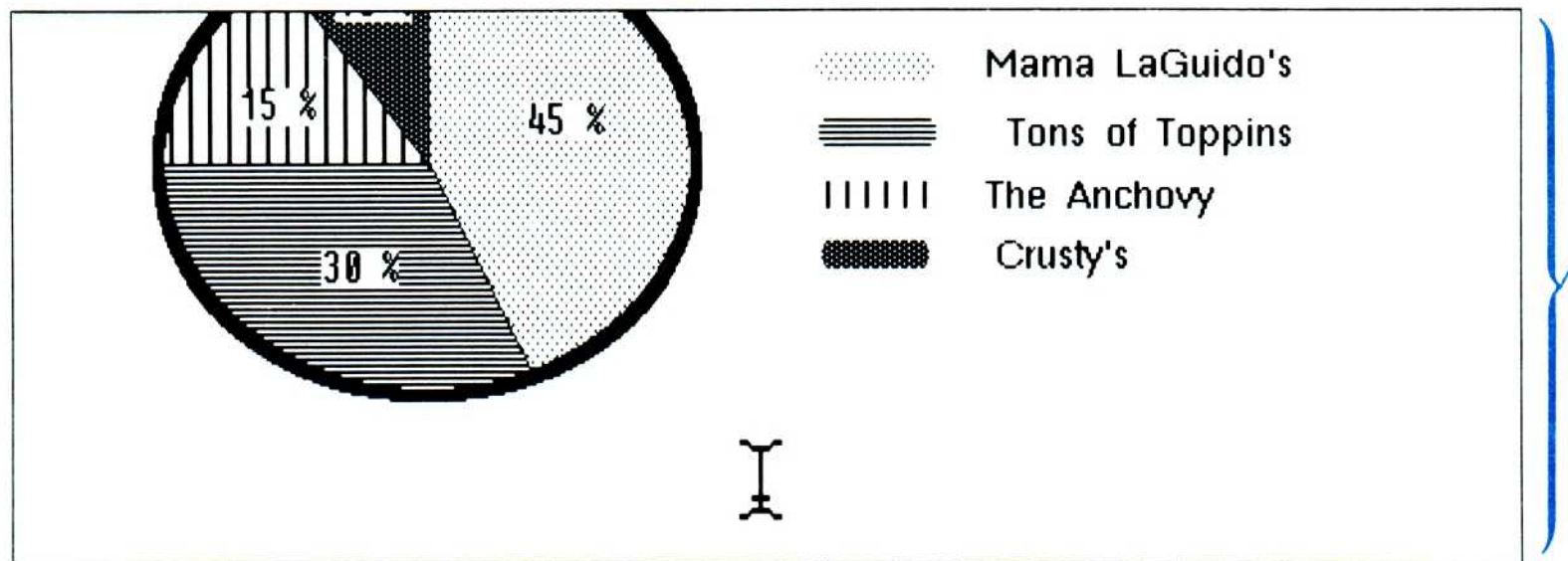
- 3 Drag the pointer up until the top fourth of the chart scrolls out of the drawing window, then release the mouse button.

Now type the title below the chart:

- 1 Select the Character menu to make sure that the font you are using is still active. If it's not, choose the font again.
- 2 Select the Size menu and choose 18.
- 3 Select the Style menu to make sure the Bold command is still active. If it's not, choose Bold.
- 4 Select the Style menu and choose the Centered command.
- 5 Select the Text tool.
- 6 Position the pointer below the middle of your drawing and click the mouse button to position the insertion point.



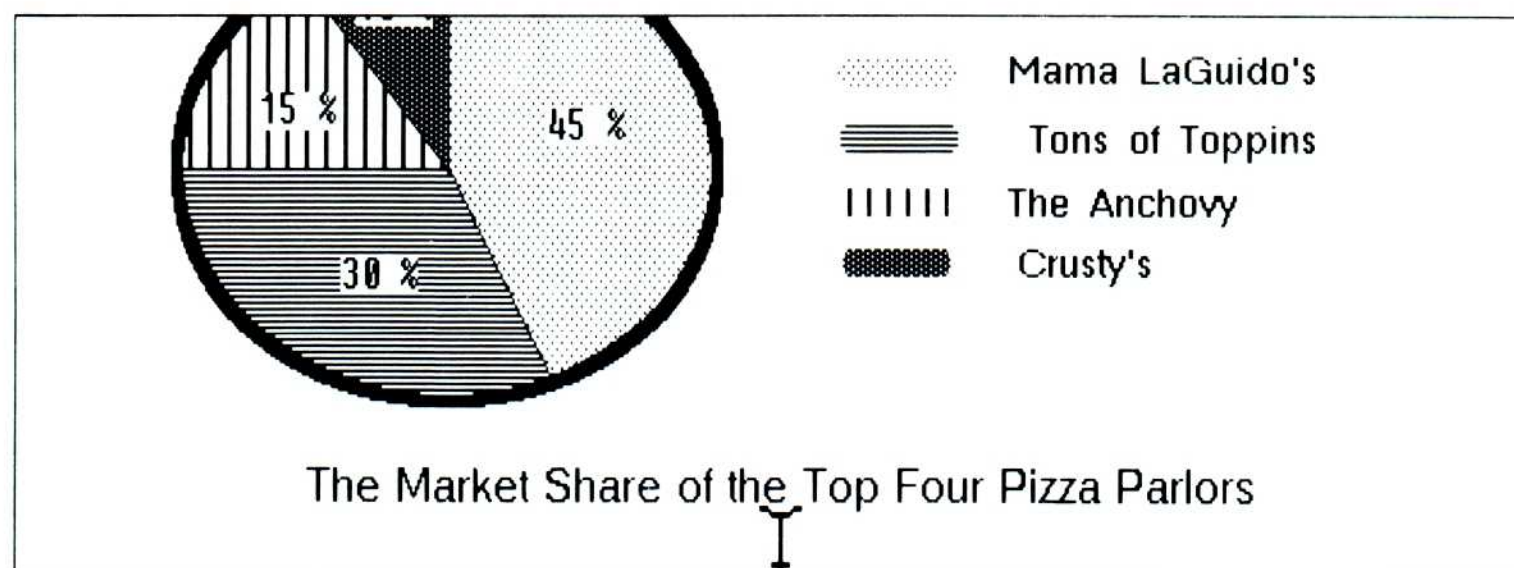
Scrolled drawing



- 7 Type *The Market Share of the Top Four Pizza Parlors*.  
If you make a mistake, press the BACKSPACE key and retype the title.

Now type the second line of the title:

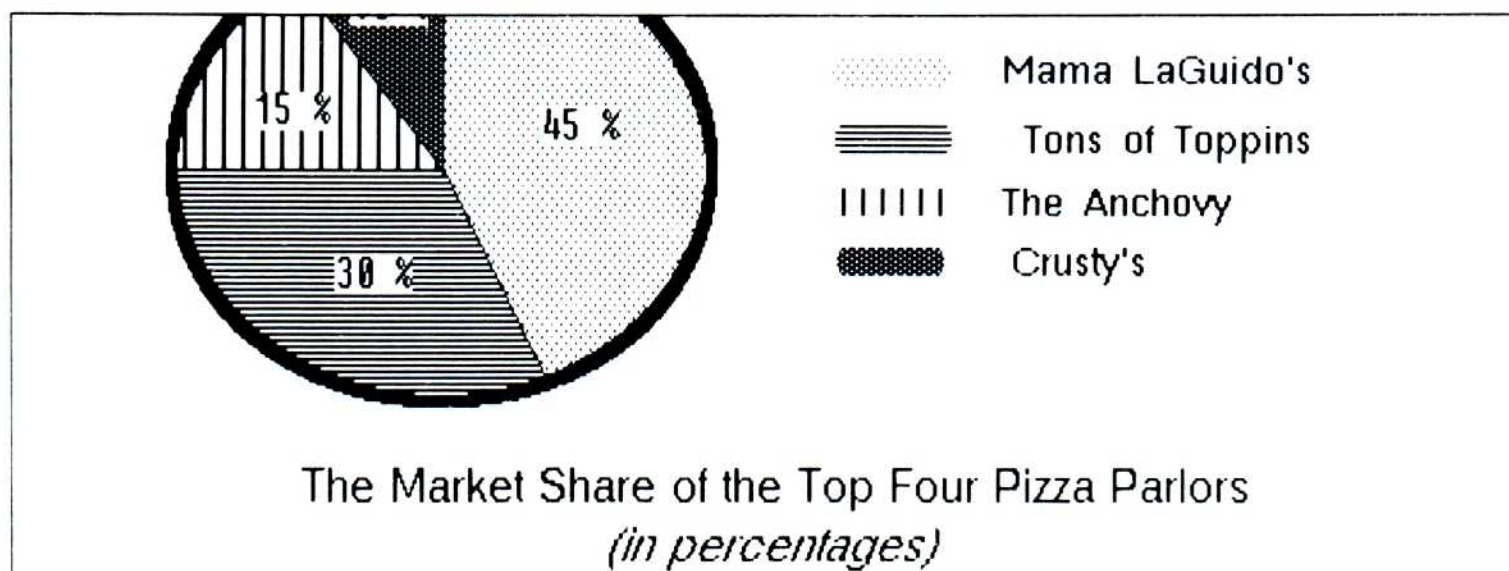
- 1 Position the pointer below the center of the first line and click the mouse button to position the insertion point.



- 2 Select the Style menu and choose the Italic command.  
3 Type *(in percentages)*.



Your completed drawing should look something like this:



The drawing you have just created is fairly large, so it doesn't completely fit in the drawing window. If you want to see more of your drawing, use the Scroll tool to move the drawing down. After scrolling your drawing, you should be able to see the top part of the pie chart.

You will be making changes to your drawing in the first part of the next chapter, so be sure to save it:

- Select the File menu and choose the Save command.

The Save command saves the changes you made to your drawing. If you want to keep the original drawing, use the Save As command and type a new filename in the text box. Paint stores your changed drawing in a file under the name you type.

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## Printing a Drawing

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### Using the Print command

If you decided not to print your drawing, go to the next chapter to learn about more of Paint's features.

If your computer is connected to a printer, and you have set up the printer using Control Panel, you can print your drawing. Here's how:

- Select the File menu and choose the Print command.  
Paint prints your drawing.

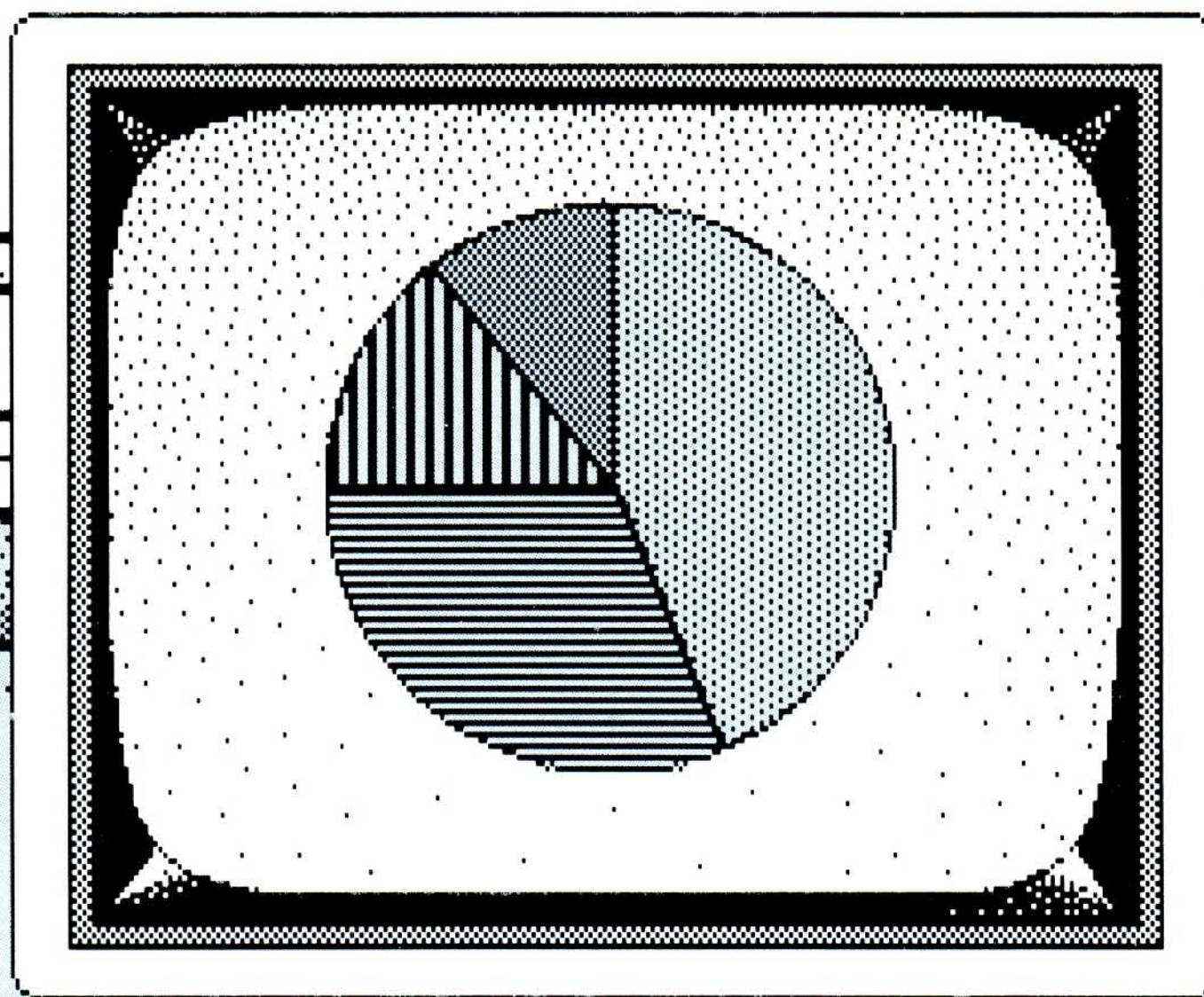


## 3 Enhancing a Drawing

In the last chapter, you learned how to use Paint's tools and palettes together with some of its commands to create a drawing.

In the first part of this chapter, you will learn how to use the Zoom In command to enhance the pie chart you created in the last chapter. In the rest of this chapter, you will learn how to design your own patterns, and how to use Paint's selection tools and editing commands to edit a section of your drawing.

If you have quit Paint, start Paint again. If you need a reminder on starting Paint, see Chapter 1, "Getting Started." The next page describes how to open a file.



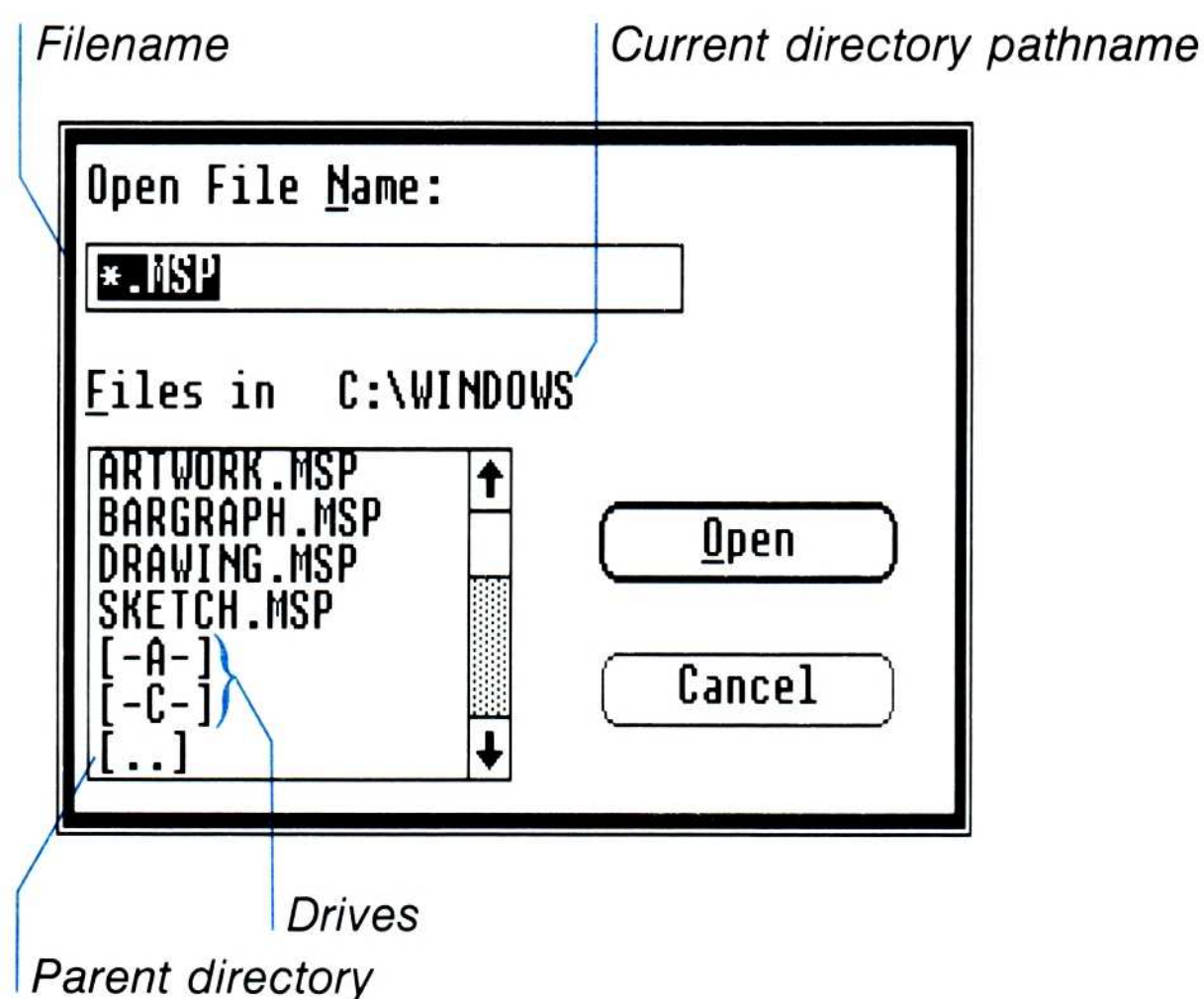


## Opening a Drawing File

### Opening a drawing

Use the Open command to open a file that contains the drawing you want to change:

- 1 Select the File menu and choose the Open command.  
A dialog box prompts you for the name of the drawing file.



- 2 Type the name of the file you want to open, in this case *piechart.msp*, or scroll through the list box and click the filename.
- 3 Choose the Open button.  
Your drawing appears on the screen.

**Hint** You can start Paint and open a file from the MS-DOS Executive window in a single step: just change to the directory that contains your Paint drawing files and double-click the filename you want to open.



## Editing in Detail

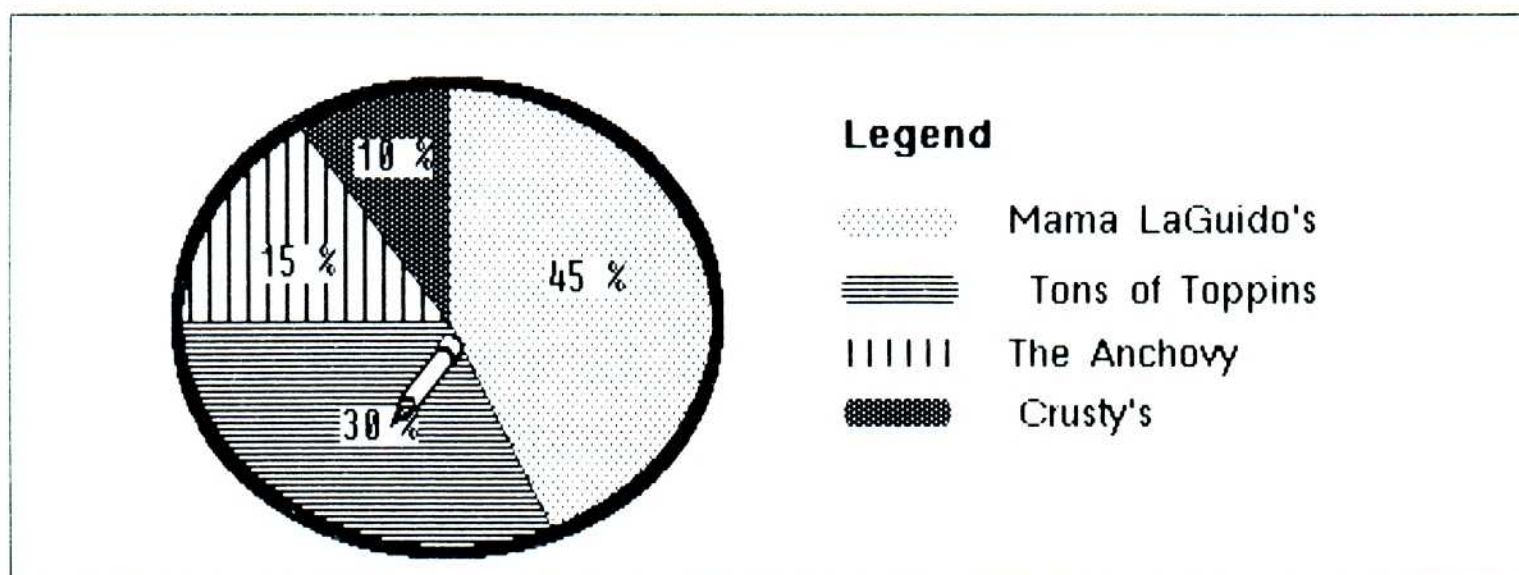
To do detailed editing on a part of your drawing, use the Zoom In command and the Pencil. The Zoom In command enlarges a drawing section so that you can turn screen pixels on or off. A screen pixel is simply a small dot on the screen. When it is on, it appears black. When it is off, it appears white. You point to a pixel with the Pencil and click the mouse button to turn it on or off.

In this exercise, you will draw borders around the numbers in the pie pieces so that they are easier to read.

The first step is to enlarge the area around the number in the second pie piece (the one marked “30 %”):

### Using the Zoom In command

- 1 Select the Pencil tool.
- 2 Position the Pencil between the zero and the percent sign and click the mouse button.



The Pencil makes a mark at the point where you click: white on black, or black on white.

- 3 Select the Options menu and choose the Zoom In command.
- 4 Paint zooms in to where you last released the mouse button.  
This view of the screen is called a zoomed-in drawing window.

Notice the small box in the upper-left corner of the drawing window. This box displays a zoomed-out view of the area you are editing. As you turn pixels on or off, you can see how the area will look when you return to the regular drawing window.



## Scrolling a zoomed-in drawing window

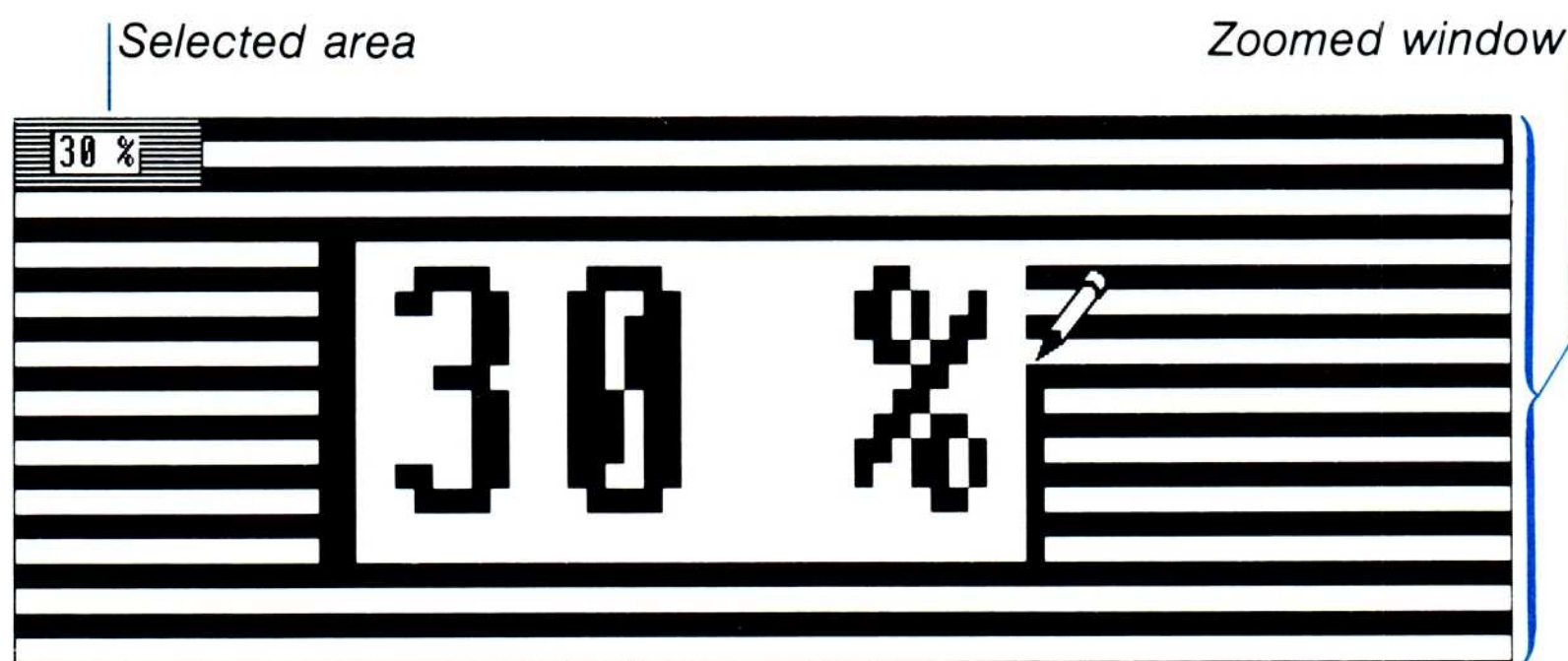
If the number is not entirely displayed in the zoomed-in window, you can scroll your drawing to bring the number into view. Here's how:

- 1 Press the SHIFT key.
- 2 Drag the pointer in the direction you want to scroll. The area in the small box in the upper-left corner of the drawing window moves as you scroll.
- 3 Release the SHIFT key and the mouse button.  
The scrolled area appears in the zoomed-in drawing window.

## Editing pixel-by-pixel

Now draw a border around the number:

- 1 Click the pixels near the number to draw a border.



Don't worry if you accidentally turn a white area to black, or a black area to white. Just click the area once more and it will change back to its original color.

Be sure to click the pixel between the zero and the percent sign that you turned black when you were marking the target area.

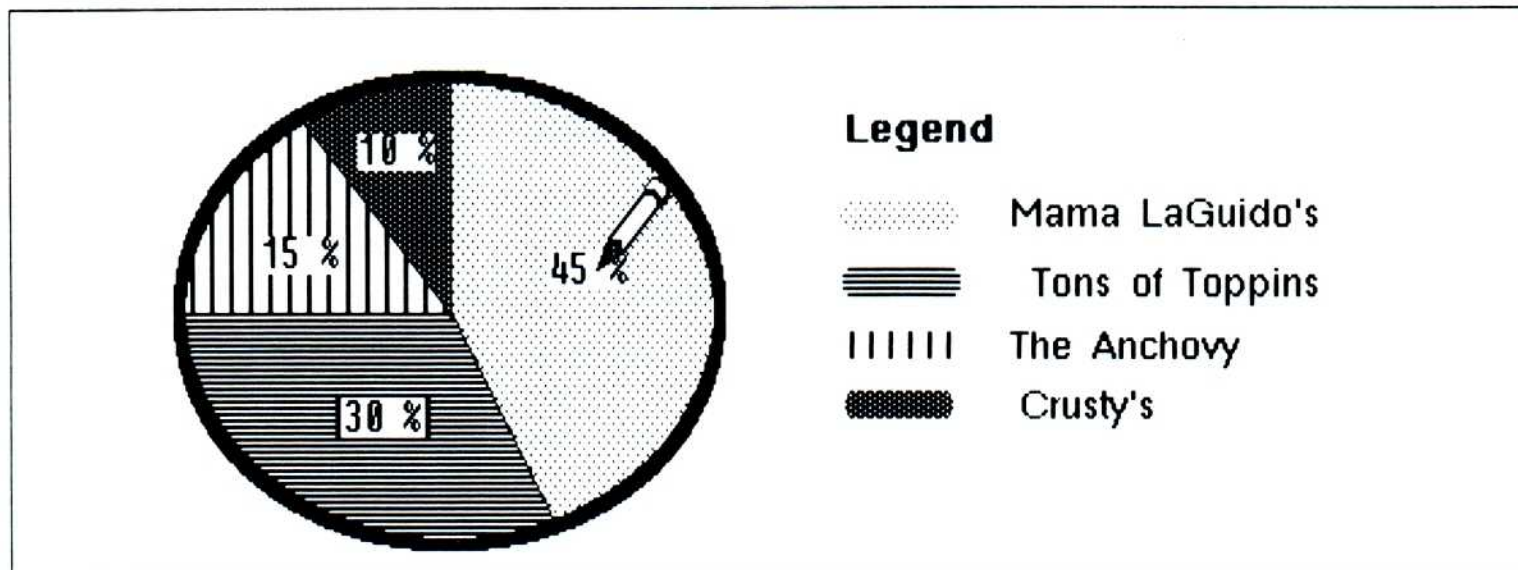
- 2 When you have finished drawing the border around the number, select the Options menu and choose the Zoom Out command.

The regular drawing window reappears.

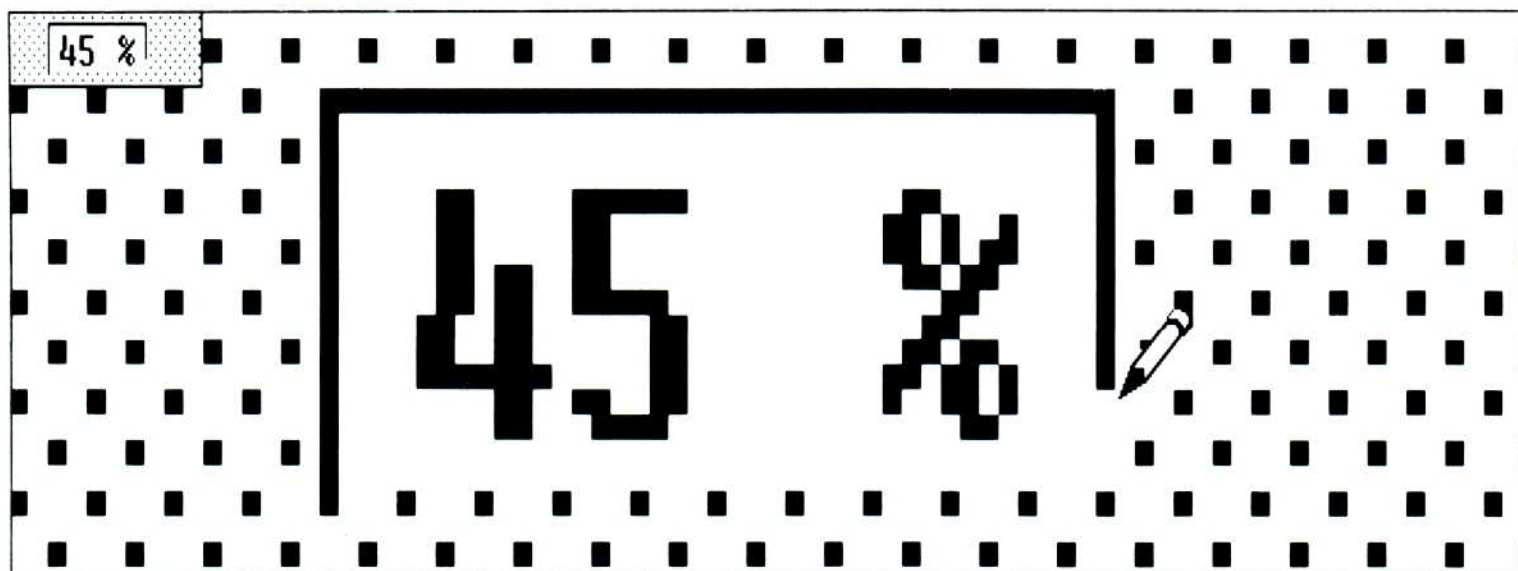


To add a border around the number in the first pie piece (the one marked “45 %”), follow these steps:

- 1 Position the Pencil between the 5 and the percent sign, then click the mouse button.



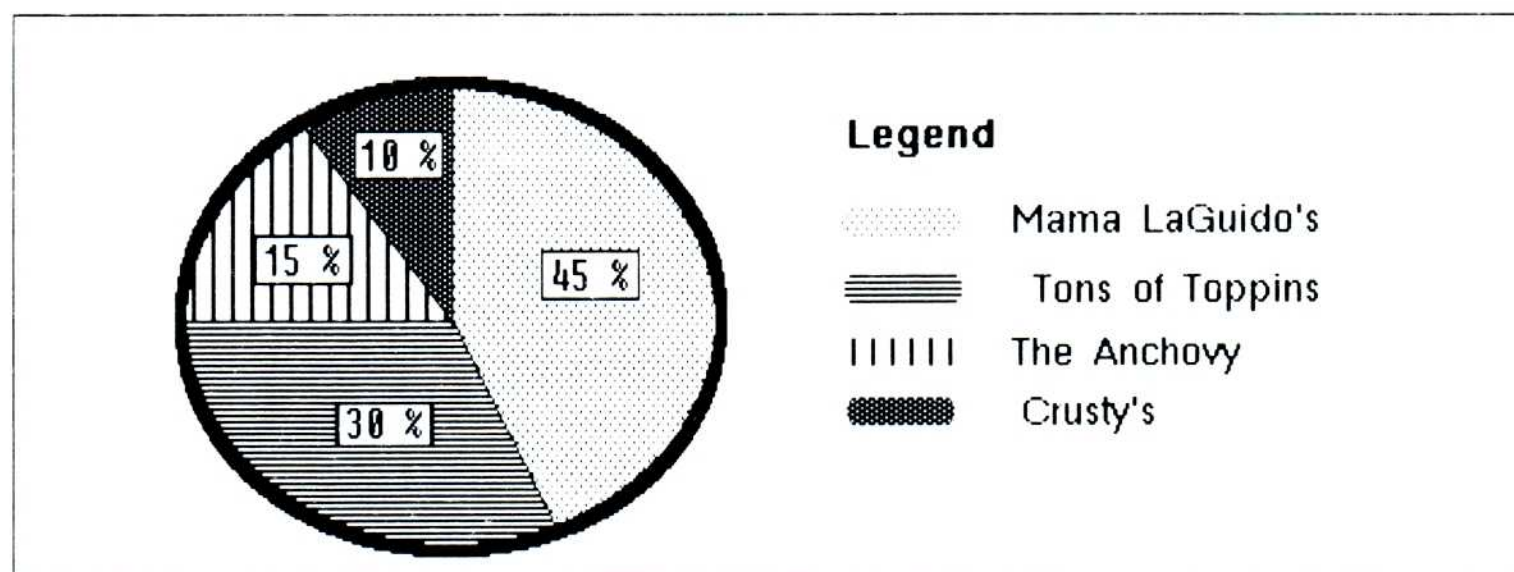
- 2 Select the Options menu and choose the Zoom In command.
- 3 Click the black or white areas to turn pixels on or off. Drag the pointer to turn several pixels on or off quickly. Do this until you've drawn a border around the number.



- 4 When you are done, select the Options menu and choose the Zoom Out command.



Repeat these steps to draw borders around the rest of the numbers. When you have finished, your drawing should look something like this:



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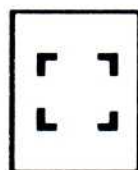
## Moving a Selection

You can select part of your drawing and move it to another place in the drawing window. In this exercise, you will move the patterns and names in the legend so that their left edges are lined up. You will do this using the Selection Rectangle tool and the pointer to line up the items.

**Note** If you used a grid in the last chapter to create the legend, you'll need to use the same grid for this exercise. Paint refers to this grid when you line up the items in the legend.

---

### Selecting an area

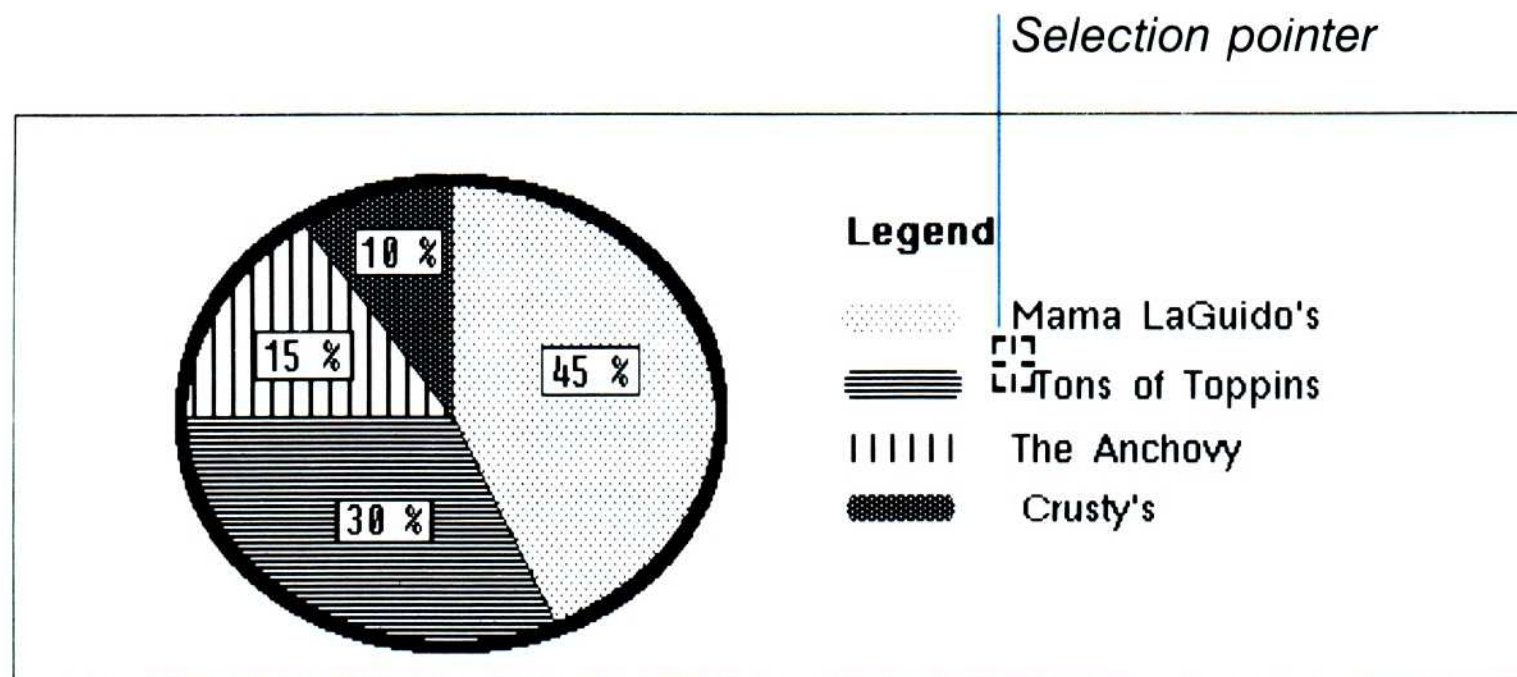


Follow these steps to select and move one of the items in the legend:

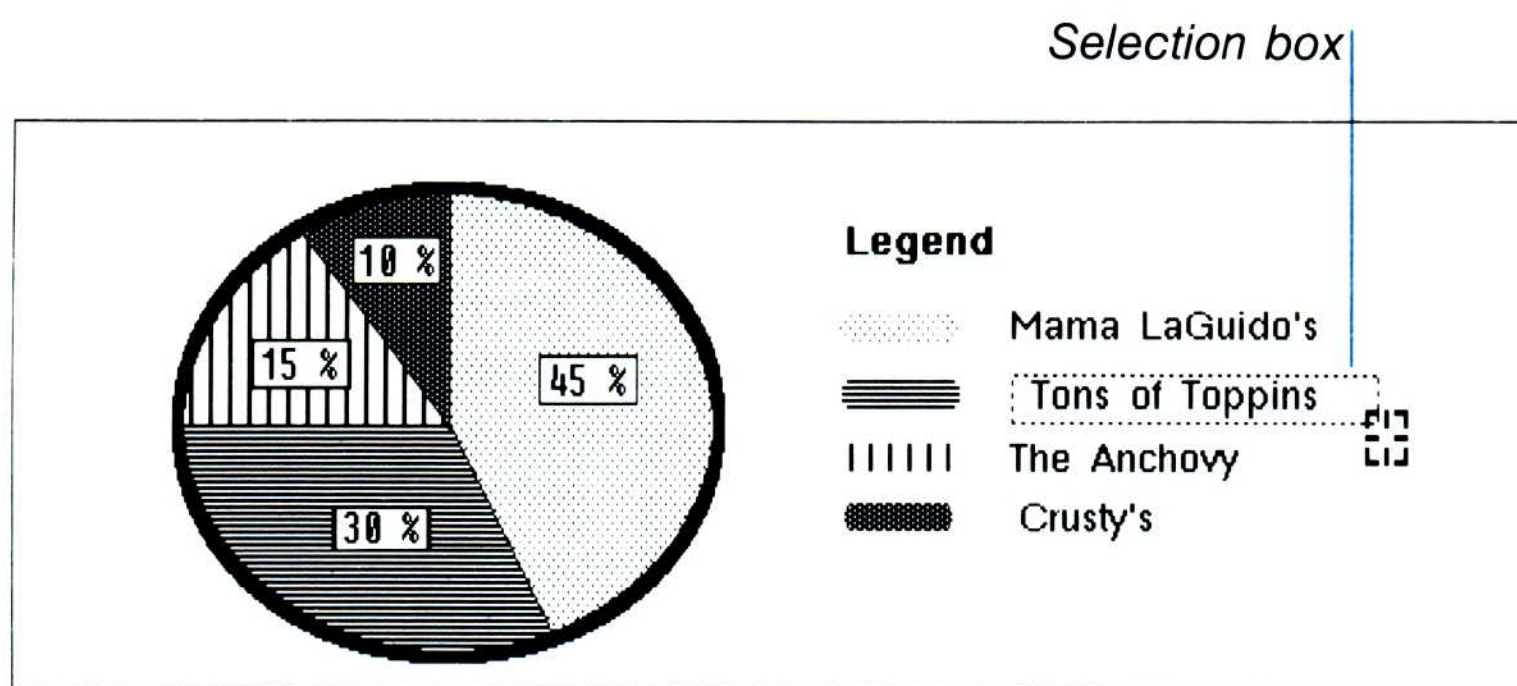
- 1 Select the Selection Rectangle tool.



- 2 Position the pointer above and slightly to the left of “Tons of Toppins.”



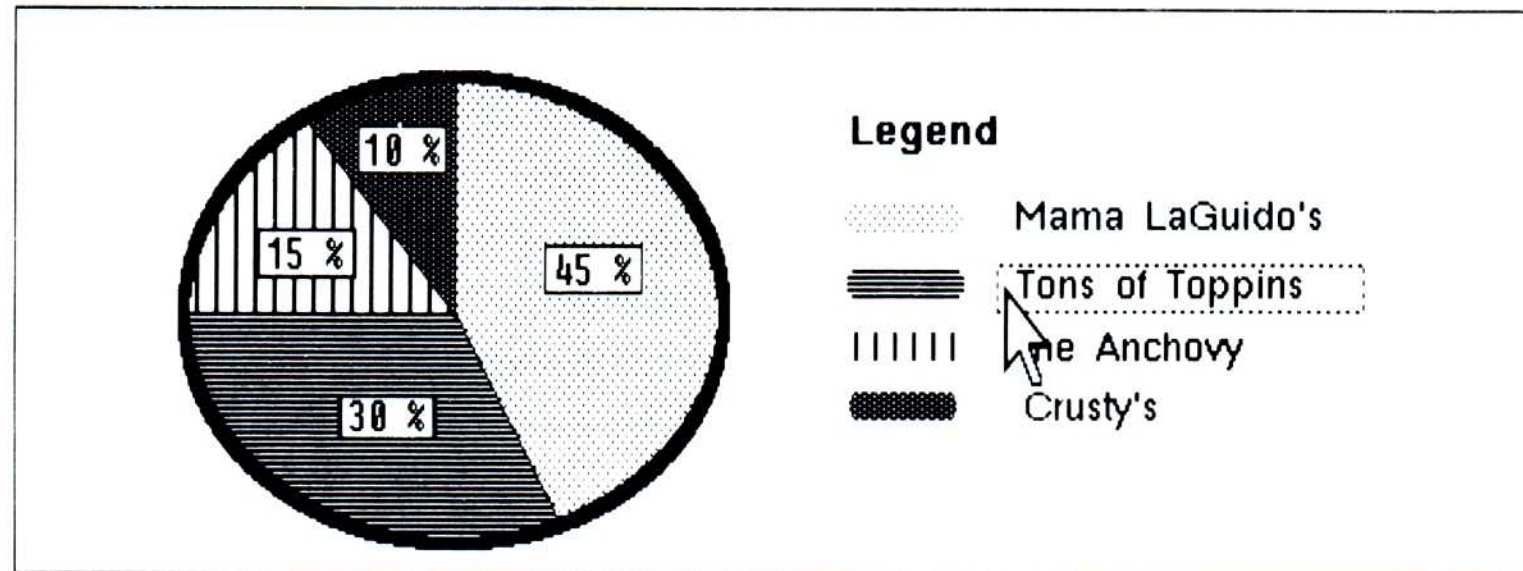
- 3 Drag the pointer down and to the right to enclose the text in a dotted selection box.



- 4 Position the pointer inside the selection box. The pointer changes to an arrow, indicating that you can drag the selection.



- 5 Drag the text until the “T” in “Tons of Toppins” is lined up with the “M” in “Mama LaGuido’s,” and the space between the items looks right to you.



When you release the mouse button the selection stays where it is. You can drag it again as many times as you want, until you're satisfied with its position. As soon as you click the mouse button outside the selection box, the box disappears and the text is pasted to your drawing in its new place.

- 6 Repeat steps 2 through 5 to line up the rest of the patterns and pizza names in the legend, and to add or remove space between the items.

You have now completed all of the exercises that use the pie chart you created in the last chapter as an example. If you want to keep the pie chart, use the Save command to save the changes you've made before you move on to the next exercise.



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## Designing Your Own Pattern

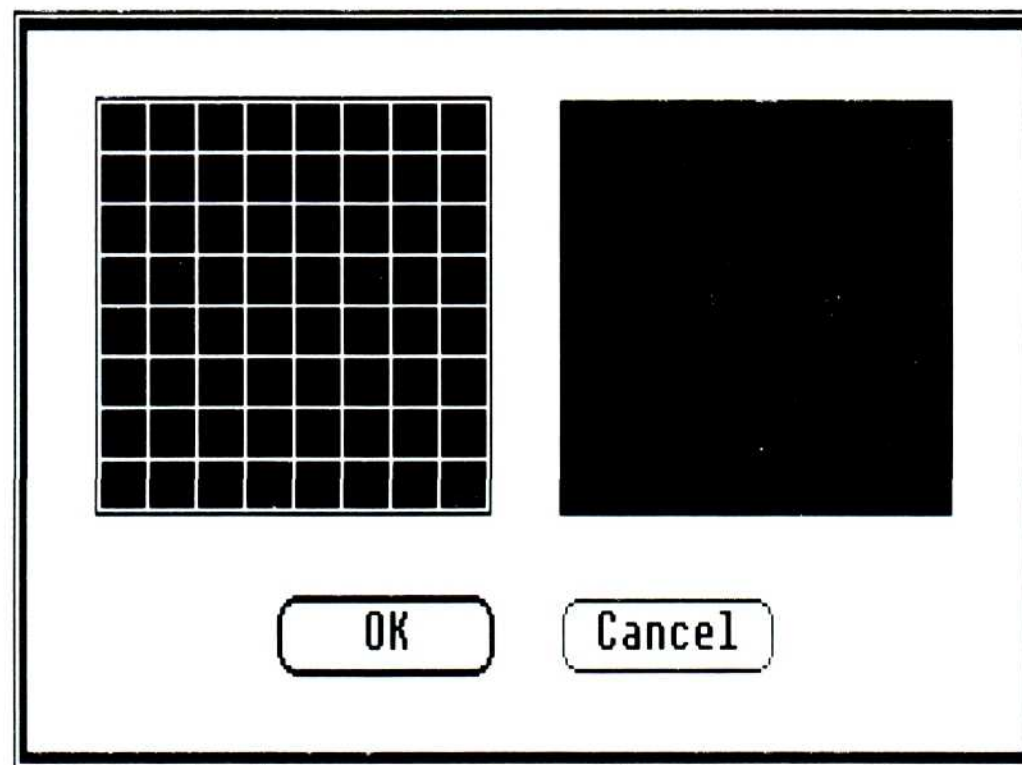
If the Patterns palette doesn't include a pattern you would like to use, you can design your own and use it during the rest of your Paint session. To practice using this feature, clear the drawing window and start a new drawing:

- Select the File menu and choose the New command.  
Paint clears any remaining objects in the drawing and displays an empty drawing window.

Now start designing your own pattern:

- 1 Select the first pattern from the Patterns Palette.
- 2 Select the Options menu and choose the Edit Pattern command.

A dialog box displays a pattern of squares on the left and an enlarged view of the current pattern on the right.

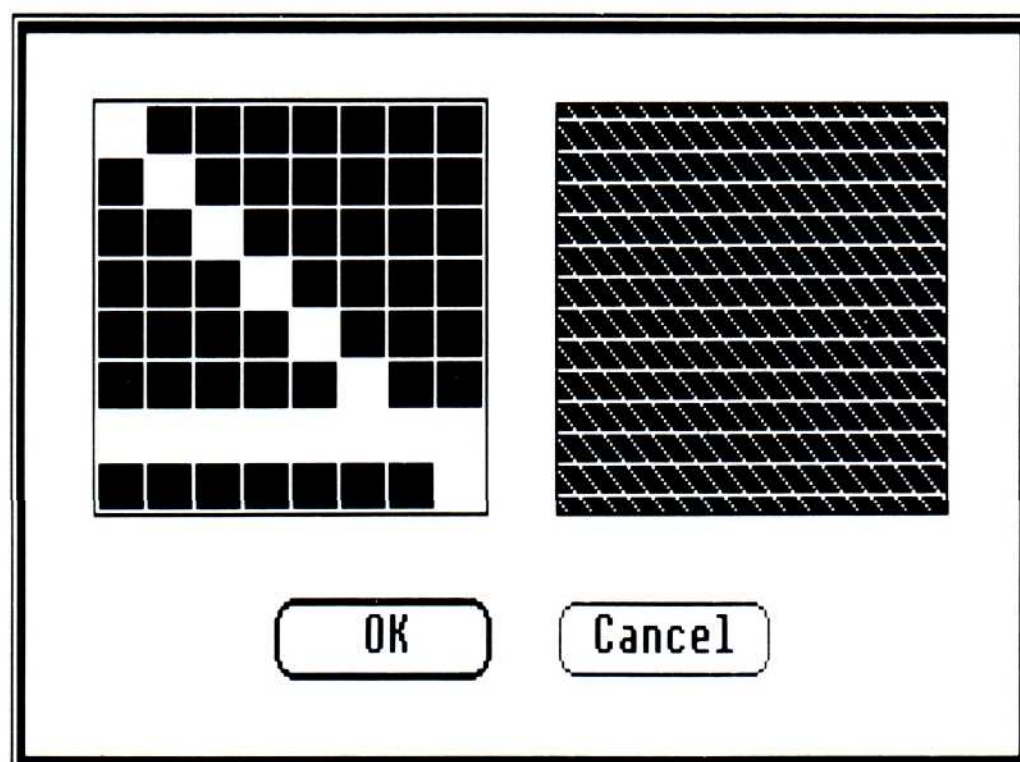


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### Designing a pattern



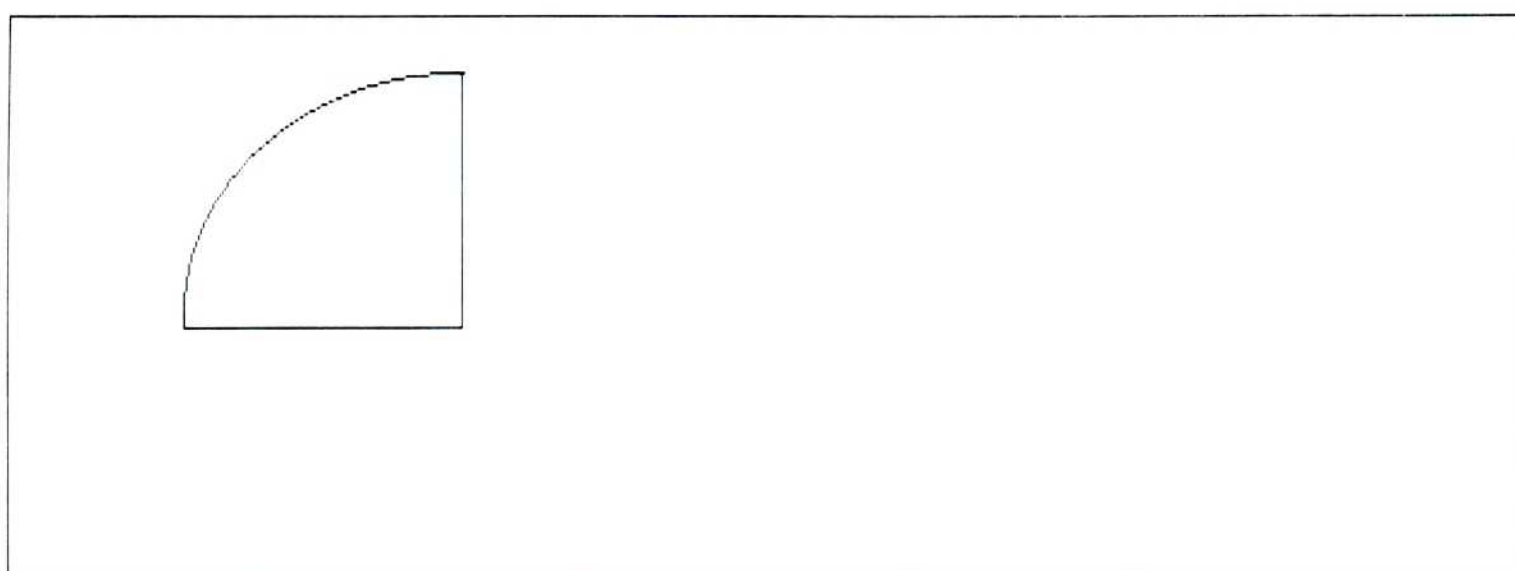
- 3 Click the squares in the pattern on the left to make them black or white. The effects of your editing are displayed to the right.



- 4 When you have finished designing a pattern, choose the OK button. The new pattern appears in the status box.

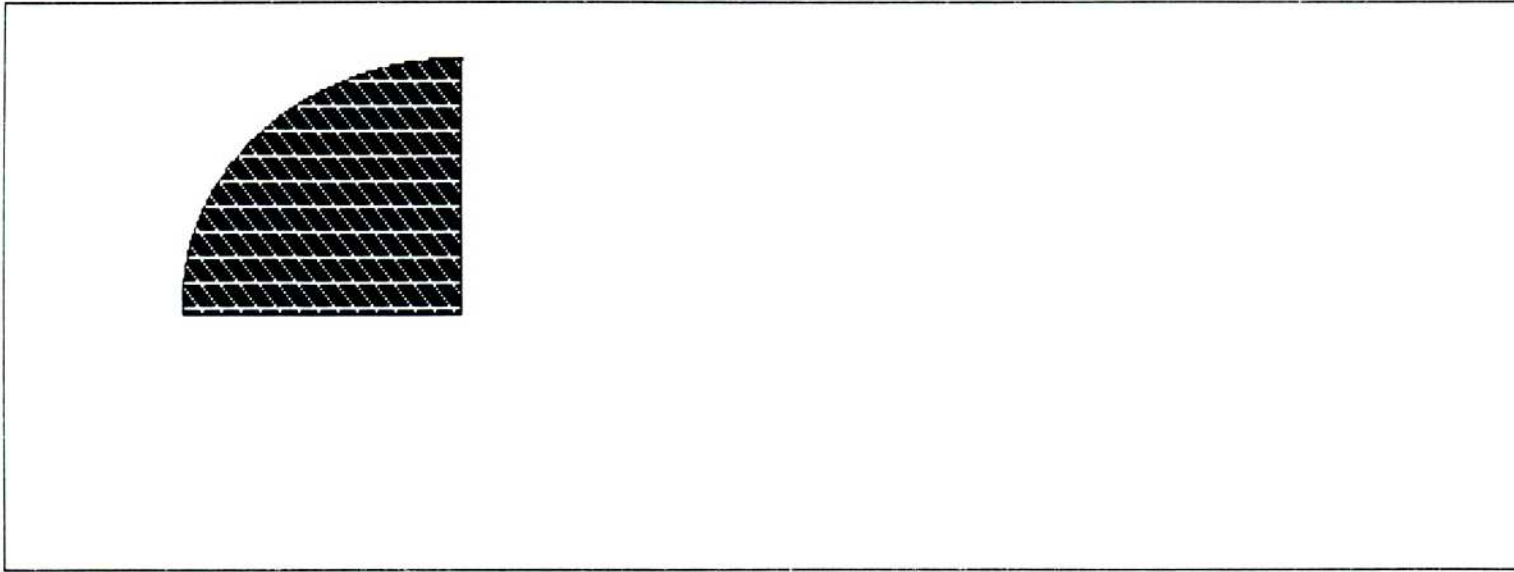
Now try out your new pattern to see how it looks inside a shape:

- 1 Use the Circle tool to draw a pie and the Line tool to draw a one-quarter slice in it. Make sure that the lines meet and that they touch the edge of the pie.
- 2 Use the Eraser tool to erase everything except for the pie piece.

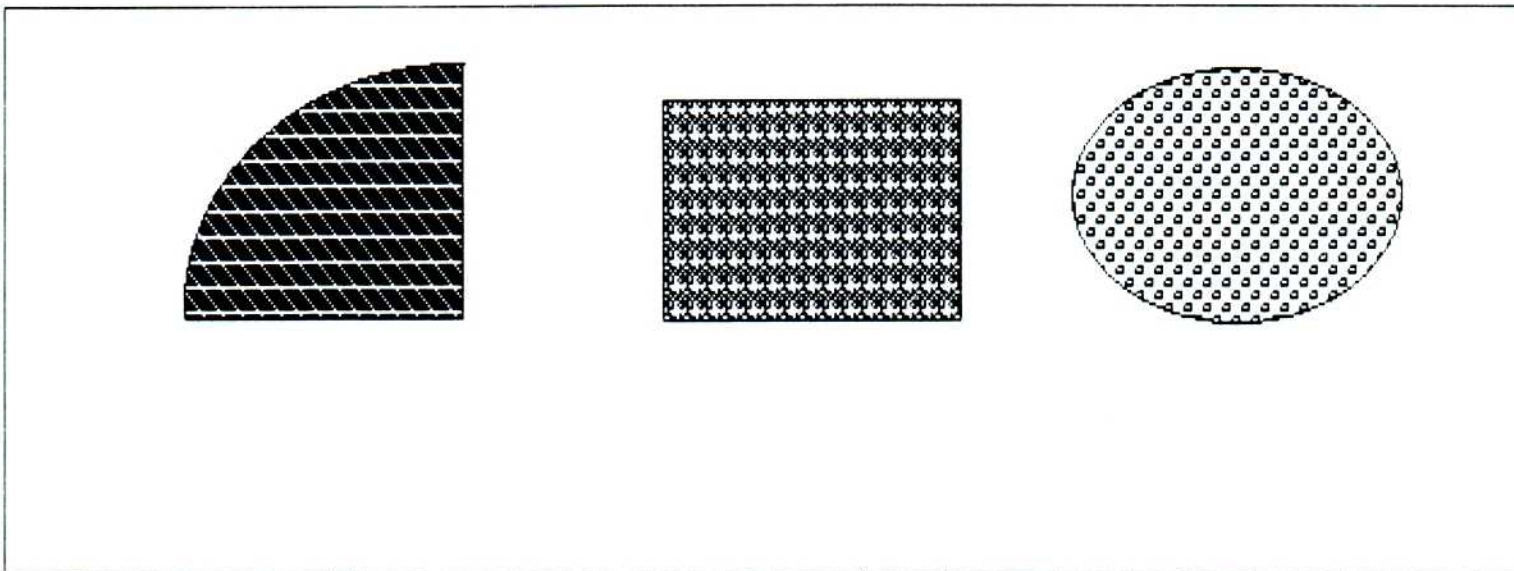
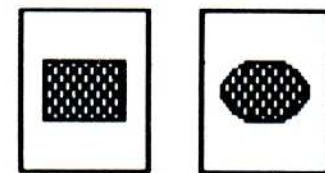




- 3 Use the Fill tool to fill the piece with the new pattern.



Go ahead and experiment a little. Try designing new patterns from several of the standard ones. While you are experimenting, try using some new tools, such as the Filled Rectangle or the Filled Oval.



If you like the new patterns you have just designed, you may want to keep a list of the standard patterns you started with, and make rough sketches of the new patterns as they appear in the left-hand square of the Edit Pattern dialog box. Each time you start Paint, you will need to redesign these patterns if you want to use them.

Don't erase the pie piece in the drawing you just made. You will need it for the rest of this chapter. If you want to keep the other objects, use the Save As command to save the drawing under a new filename. Then go ahead and erase the parts you don't need for the next exercise.



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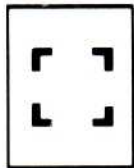
## Copying a Selection

You can copy all or part of your drawing using the Copy command from the Edit menu. In this exercise, you'll copy the pie piece you made in the last section.

Before you can use most of the Edit menu commands, you need to select the area of the drawing you want to change:

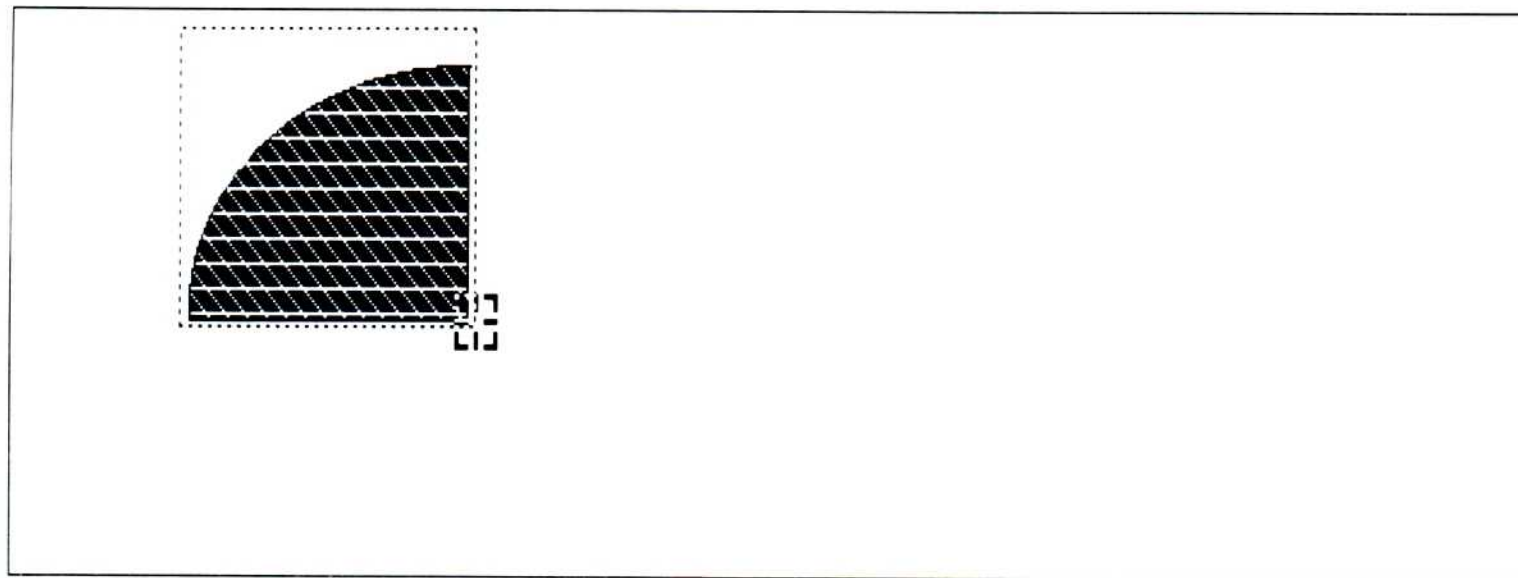
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### Copying and pasting



- 1 Select the Selection Rectangle tool and enclose the pie piece in the selection box.

If you include any white space, it will be copied to your drawing as well. If you do not want to copy extra white space, make sure that the right, left, and bottom edges of the piece almost touch the selection box, as shown in the following example:

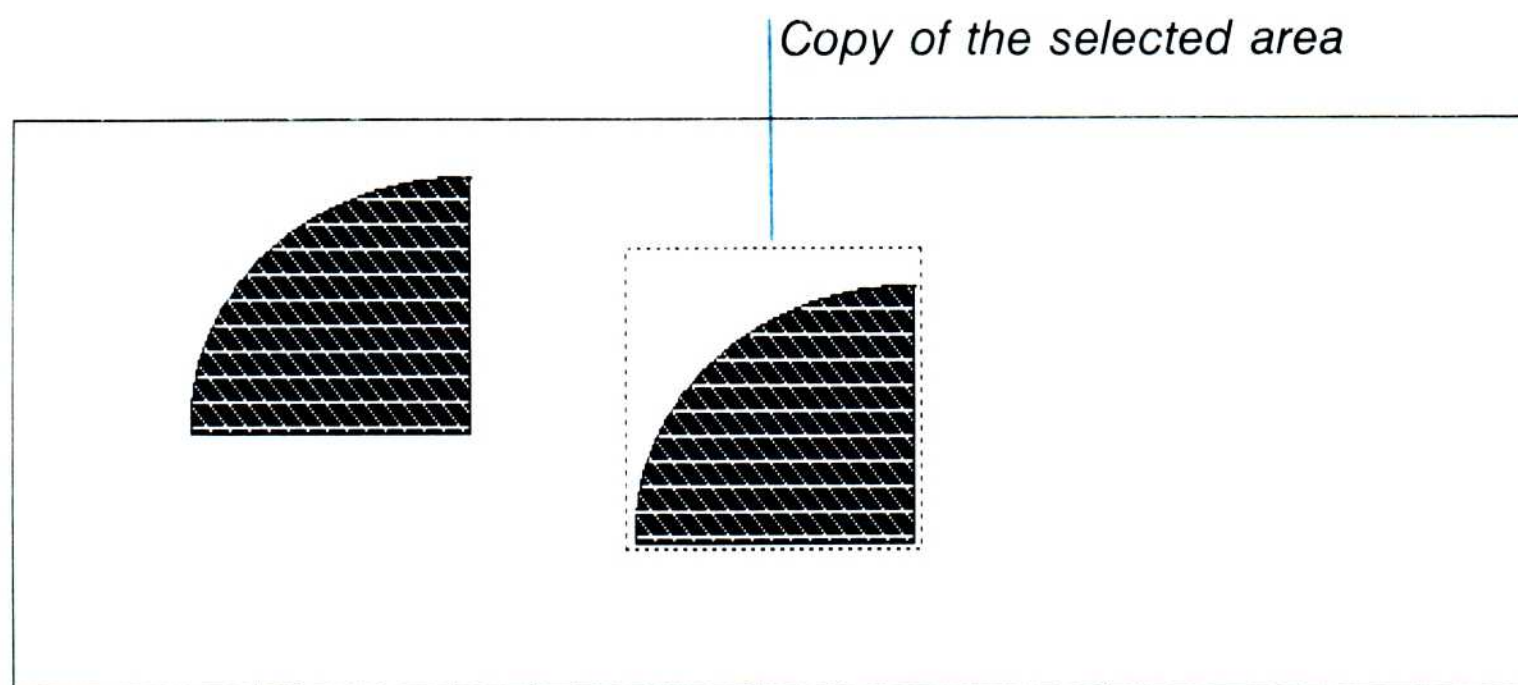


- 2 Select the Edit menu and choose the Copy command.  
This copies the selected area to the Clipboard.

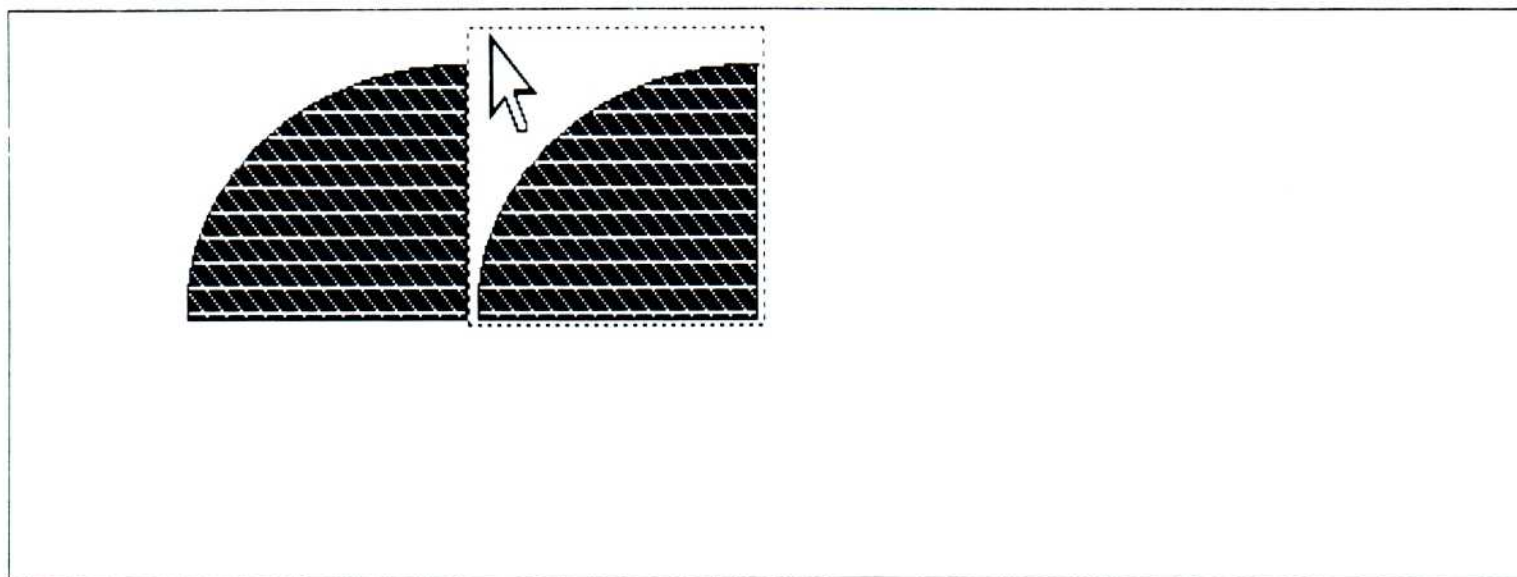
**Note** Whenever you select an area to copy to the Clipboard, make sure that the entire area is visible in the drawing window. If it is not, only the part that you see will be copied to the Clipboard.

- 3 Select the Edit menu and choose the Paste command.  
This pastes the Clipboard contents to your drawing, inside a selection box.





- 4 Position the pointer inside the selection box. The pointer will change to an arrow, indicating that you can drag the selection.
- 5 Drag the selection to the right side of the original pie piece, then release the mouse button.



You now have two pie pieces on your screen: the original one, and the copy inside the selection box, which you will enhance using another editing command.

---

## Editing a Selection

You can use the commands at the bottom of the Edit menu to enhance the selected area of your drawing.

In this exercise, you will use the Flip Horizontal command to put the two pieces together. For descriptions of the other editing commands, see the section called “The Edit Menu” in Chapter 5, “Command Summary.”

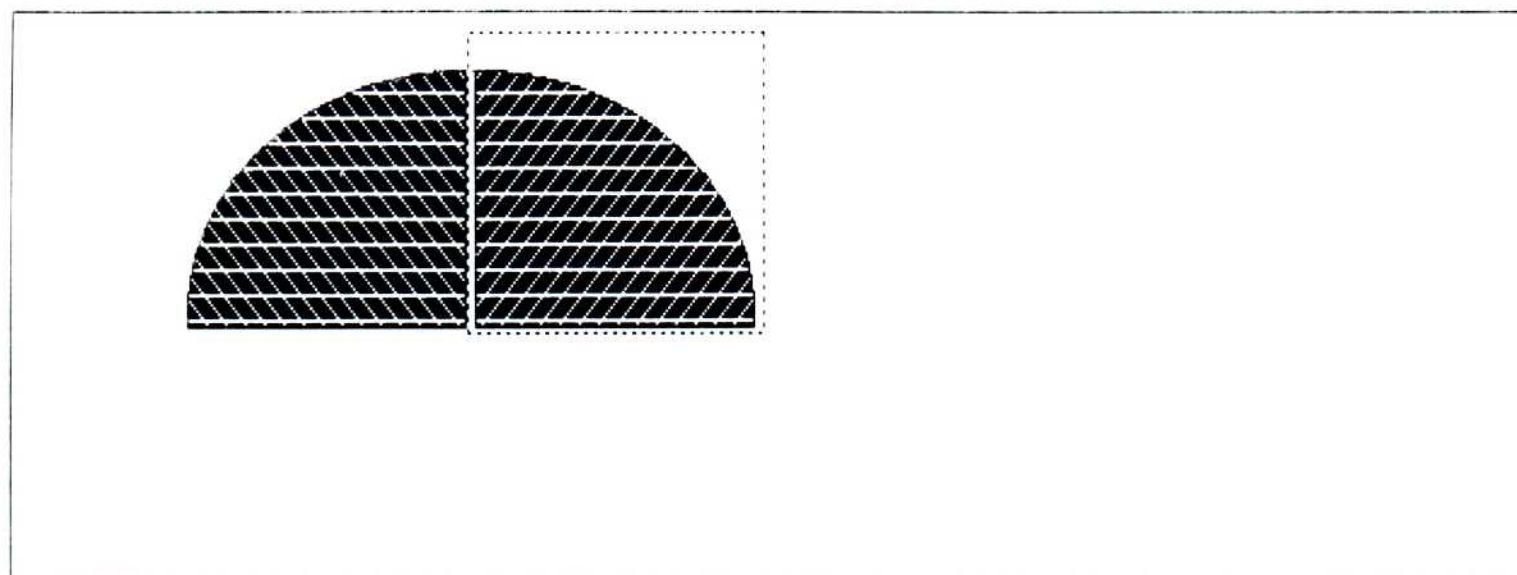


The selection box should still appear around the copy of the pie piece. If it doesn't, use the Selection Rectangle tool to select the piece again.

## Editing a selection

Here's how to create a mirror image of the selection:

- 1 Select the Edit menu and choose the Flip Horizontal command. The selected pie piece flips from left to right, making half a pie.



- 2 Click the mouse button outside the selection box to paste the copy permanently to your drawing.

**Note** If you have included any white space inside the selection box, it is also copied to your drawing. This may create a space between the two pie pieces.

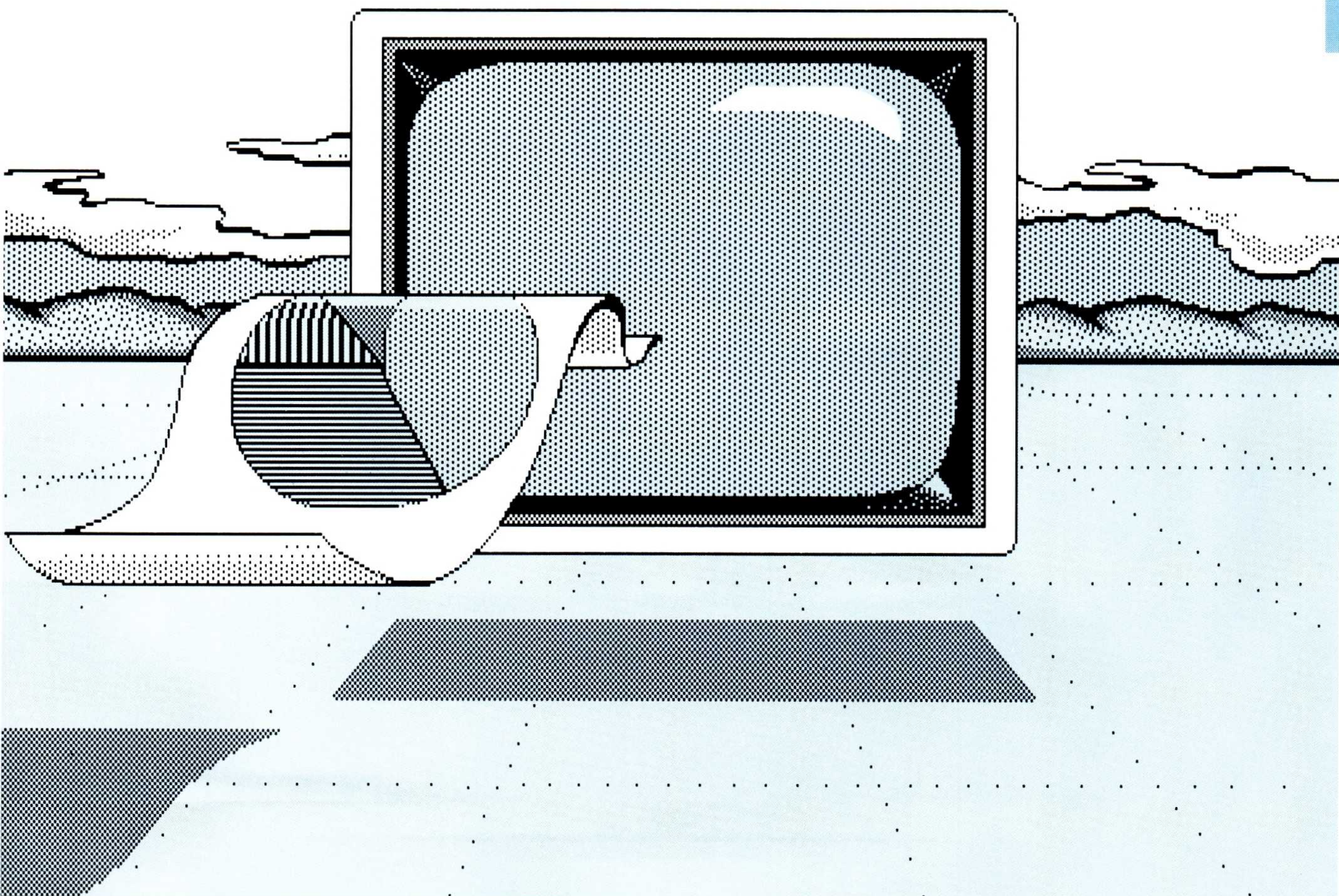
You have now completed all the exercises in this guide. If you need a review, go to Chapter 4, "Tools Summary," and Chapter 5, "Command Summary," for a complete description of all Paint's tools and commands and instruction on how to use them. You may want to glance at Appendix B, "Tools Description," for a brief description of each tool and an idea of the kinds of drawings you can create in Paint.



## 4 Tools Summary

This chapter briefly describes the purpose of each of Paint's tools and how to use them.

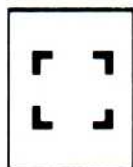
Try using these tools together with different patterns, shapes, and commands to create new objects or new drawings. Once you feel comfortable using Paint, refer to this chapter whenever you need a reminder on how to use a particular tool.





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## How to Use Paint's Tools



### Selection Rectangle

You use the Selection Rectangle tool to specify a rectangular drawing area for editing.

Position the pointer near the area you want to select. Drag the pointer up, down, to the left, or to the right to enclose the area in a dotted rectangular selection box. When you release the mouse button, the area is selected.

If you want to cancel the selection, just click the mouse button outside the selection box.



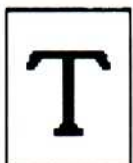
### Selection Net

You use the Selection Net tool to specify a non-rectangular drawing area for editing.

Position the pointer near the area you want to select. Drag the pointer around the area to enclose it. When you release the mouse button, Paint closes the ends of the net with a straight line. The enclosed area turns gray to indicate that it is selected.

To cancel the selection, just click the mouse button outside the selected area.

**Note** If you want to use the Trace Edges, Flip Horizontal, or Flip Vertical commands from the Edit menu, you must use the Selection Rectangle tool, not the Selection Net, to select the area you want to change.



### Text

You use the Text tool to add text to a drawing.

Move the pointer to the place where you want the text to appear, and click the mouse button. This positions the insertion point. Type the text you want, using the SPACEBAR to insert spaces and the BACKSPACE key to correct mistakes.

You can use the commands from the Character, Size, and Style menus to change the font, size, or type style of the text. You can keep modifying the text you have typed until you click the mouse button again, select another tool, or perform another Paint or Windows action. Once you have clicked the mouse button, the commands you choose from these menus will affect the next text you type.



Once you have positioned the insertion point, you can move the pointer out of the way and the insertion point will stay where you positioned it.

## Scroll

You use the Scroll tool to move a drawing in the drawing window. This tool is useful if you want to create a drawing larger than the drawing window.

To move the drawing up, position the pointer at the bottom of the drawing window. Drag the pointer up. The top of your drawing slides out of the drawing window. To move the drawing down, position the pointer at the top of the drawing window. Drag the pointer down. The bottom of the drawing slides out of the drawing window.



## Pencil

You use the Pencil tool the same way you use a regular pencil to sketch or to create a free-hand drawing.

Move the pointer to the place where you want to draw. Drag the pointer to sketch an object.

**Hint** If you want more control when using the Pencil to draw straight lines, you can choose a grid, or you can draw using the keyboard keys instead of the mouse. See Chapter 5, “Command Summary,” for information about the Grid commands.



## Eraser

You use the Eraser tool to erase a part of your drawing that you no longer want.

Move the pointer to the area you want to erase. Drag the pointer over the area to erase it.



## Line

You use the Line tool to draw a straight line using the current line width.

Move the pointer to the place where you want the line to start. Drag the pointer to where you want the line to end, then release the mouse button.





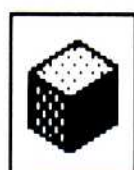


## Brush

You use the Brush tool to paint an area of your drawing using the current pattern and brush shape.

Move the pointer to the area you want to paint. Drag the pointer to paint the area.

**Hint** If you want more control when using the brush, you can choose a grid, or you can paint using the keyboard keys instead of the mouse. See Chapter 5, “Command Summary,” for information about the Grid commands.



## 3-D

You use the 3-D tool to create objects that have a three-dimensional appearance. When you hold down the mouse button, three axis lines appear in the drawing window.

Drag the pointer along the axes. The axes move as you drag. Release the mouse button to draw a line. The point where the axes meet when you release the mouse button determines the end point of the line.

**Hint** As with all of Paint's tools, you can use the 3-D tool with the mouse. However, you may find that you have more control if you use the keyboard to draw with this tool.



## Fill

You use the Fill tool to fill an enclosed area with the current pattern.

Move the pointer into the area you want to fill. Click the mouse button to fill the area.

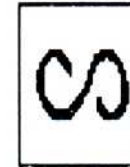
**Note** Make sure that the area you want to fill is completely enclosed. Otherwise the pattern will “spill” out.



## Curve

You use the Curve tool to draw a curve.

Move the pointer to the place where you want the curve to start. Drag the pointer to draw a straight line. Position the pointer next to the line, and press the mouse button. The pointer marks the peak of the curve. Drag the pointer up, down, to the right, or to the left to stretch the line into the type of curve you want.



## Spray Paint

You use the Spray Paint tool to spray paint using the current pattern.

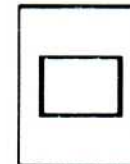
Move the pointer to the place where you want to spray paint. Click the mouse button to spray dabs of paint. Drag the pointer to leave several dabs of paint in the pointer path.



## Rectangle

You use the Rectangle tool to draw a rectangle using the current line width.

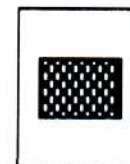
Move the pointer to the place where you want the rectangle to appear. Drag the pointer up, down, to the left, or to the right to draw the rectangle, then release the mouse button.



## Filled Rectangle

You use the Filled Rectangle tool to draw a rectangle that is filled with the current pattern.

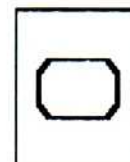
Move the pointer to the place where you want the filled rectangle to appear. Drag the pointer to draw the rectangle, then release the mouse button. When you release the mouse button, Paint fills the rectangle with the current pattern.



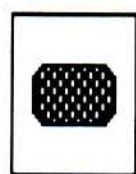
## Rounded Rectangle

You use the Rounded Rectangle tool to draw a round-cornered rectangle using the current line width.

Move the pointer to the place where you want the rounded rectangle to appear. Drag the pointer up, down, to the right, or to the left to draw the rectangle, then release the mouse button.



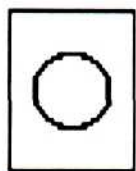




## Filled Rounded Rectangle

You use the Filled Rounded Rectangle tool to create a round-cornered rectangle that is filled with the current pattern.

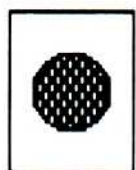
Move the pointer to the place where you want the filled rounded rectangle to appear. Drag the pointer to draw the rectangle, then release the mouse button. When you release the mouse button, Paint fills the rectangle with the current pattern.



## Circle

You use the Circle tool to draw a circle using the current line width.

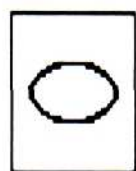
Move the pointer to the place where you want the circle to appear. Drag the pointer up, down, to the right, or to the left to draw the circle, then release the mouse button.



## Filled Circle

You use the Filled Circle tool to draw a circle that is filled with the current pattern.

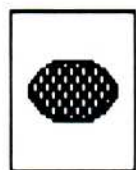
Move the pointer to the place where you want the filled circle to appear. Drag the pointer to draw the circle, then release the mouse button. When you release the mouse button, Paint fills the circle with the current pattern.



## Oval

You use the Oval tool to draw an oval using the current line width.

Move the pointer to the place where you want the oval to appear. Drag the pointer up, down, to the right, or to the left to draw the oval, then release the mouse button.



## Filled Oval

You use the Filled Oval tool to draw an oval that is filled with the current pattern.

Move the pointer to the place where you want the filled oval to appear. Drag the pointer to draw the oval, then release the mouse button. When you release the mouse button, Paint fills the oval with the current pattern.



## Freehand Shape

You use the Freehand Shape tool to draw a freehand shape using the current line width.

Move the pointer to the place where you want the shape to appear. Drag the pointer to draw lines and curves, then release the mouse button. When you release the mouse button, Paint closes the shape by connecting the end points with a straight line.



## Filled Freehand Shape

You use the Filled Freehand Shape tool to draw a freehand shape that is filled using the current pattern.

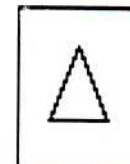
Move the pointer to the place where you want the filled shape to appear. Drag the pointer to draw lines and curves, then release the mouse button. When you release the mouse button, Paint closes the shape by connecting the end points with a straight line, and then fills the shape with the current pattern.



## Polygon

You use the Polygon tool to draw a polygon using the current line width.

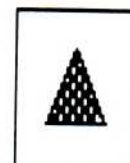
Move the pointer to the place where you want the polygon to appear, and click the mouse button to mark the first corner point. Move the pointer and click the mouse button to mark the rest of the corner points. Paint connects the corners with straight lines as you mark them. When you double-click the last corner point, Paint connects it to the first corner point to close the polygon.



## Filled Polygon

You use this tool to draw a polygon that is filled with the current pattern.

Move the pointer to the place where you want the filled polygon to appear, and click the mouse button to mark the first corner point. Move the pointer and click the mouse button to mark the rest of the corner points. Paint connects the corners with straight lines as you mark them. When you double-click the last corner point, Paint connects it to the first corner point, and then fills the polygon with the current pattern.





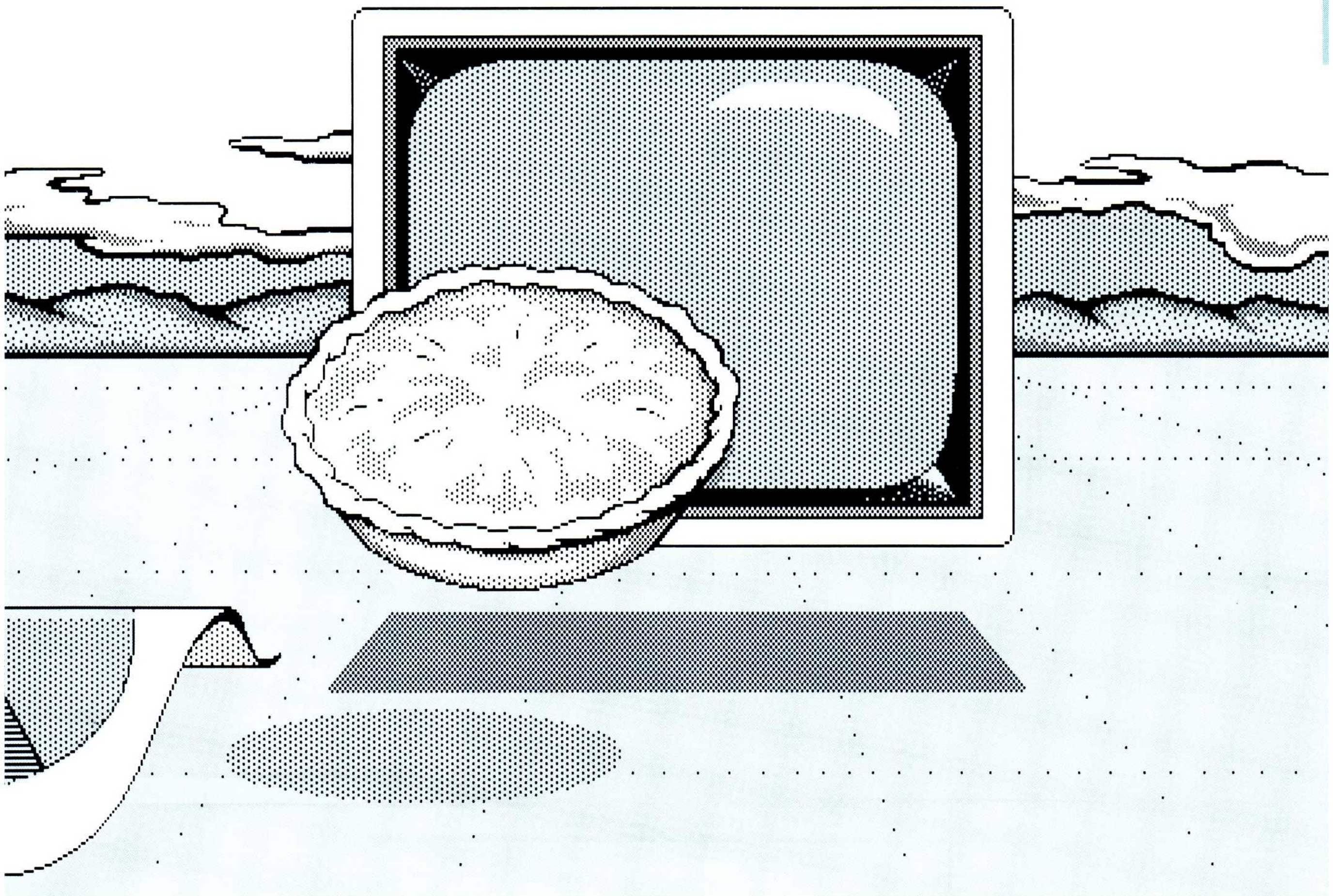




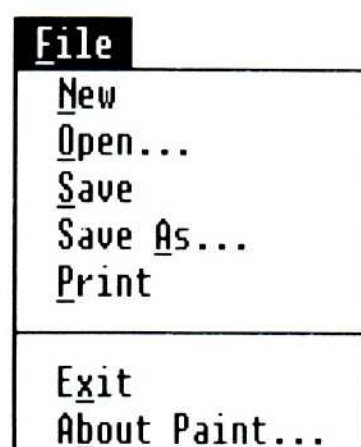
## 5 Command Summary

This chapter describes the Paint commands that you use to create, enhance, and edit your drawings. Paint commands are grouped into the menus you see in the menu bar.

This chapter describes the menus and their commands, in the order in which they appear in the menu bar.







## The File Menu

You use the File menu commands to create, save, and print your drawings.

**Note** The Open, New, and Exit commands prompt you to save any changes you made to the current drawing before you proceed.

### New

The New command starts a new drawing.

After you choose this command, Paint clears the current drawing from your screen and displays an empty drawing window. The status of the selected tool, pattern, brush shape, and line width is unchanged.

### Open

The Open command opens a file that contains a drawing you created earlier.

After you choose this command, a dialog box prompts you to either choose a title from the list box or type the title of the drawing you want. Paint then displays the drawing on your screen. The status of the selected tool, pattern, brush shape, and line width is unchanged.

### Save

The Save command saves the changes you've made to the current drawing, under the existing filename.

After you choose this command, a dialog box prompts you for a name, if the file is untitled. If you have already named the file, Paint stores the drawing in a file under the name you previously specified.

### Save As

The Save As command saves a new drawing, or saves the changes you've made to the current drawings, under a new filename.

After you choose this command, a dialog box prompts you to type a name for the current drawing. Paint then stores the drawing in a file under the name you specified.



## Print

The Print command prints the current drawing.

After you choose this command, a dialog box tells you that Paint is sending your drawing to Spooler. If you want to stop printing your drawing, choose the Cancel button.

This command is inactive if you have not set up a printer using the Setup program or Control Panel. See the section called “Preparing to Draw” in Chapter 1, “Getting Started,” and the *Microsoft Windows User’s Guide* for information about adding and setting up printers.

## Exit

The Exit command ends your Paint session.

After you choose this command, a dialog box prompts you to save any unsaved changes that you’ve made to your drawing. If you choose the Cancel button, you can continue working on your drawing in the Paint window. If you choose the Yes button or the No button, Windows ends your Paint session.

## About Paint

The About Paint command displays information about the Paint program.

After you choose this command, a dialog box displays the version number and copyright dates of the Paint program you are using. After you have read this information, choose the OK button.

---

## The Edit Menu

You use the Edit menu commands to edit or modify the current drawing.

Except for Erase, Undo, and Paste (if there is anything on the Clipboard), all of the Edit menu commands are inactive until you first select the drawing area you want to edit. Use either the Selection Rectangle tool or the Selection Net tool to select an area.

Edit	
<u>U</u> ndo	Alt+BkSp
Erase	
C <u>u</u> t	Shift+Del
<u>C</u> opy	Ctrl+Ins
<u>P</u> aste	Shift+Ins
C <u>l</u> ear	Del
<u>I</u> nvert	
<u>T</u> race Edges	
Flip <u>H</u> orizontal	
Flip <u>V</u> ertical	



## Undo

The Undo command cancels the most recent drawing or editing action you made. Choosing Undo a second time restores the action.

## Erase

The Erase command erases the contents of the drawing window. You can also erase the contents of the drawing window by double-clicking the Eraser tool.

## Cut

The Cut command removes the selected area from the drawing and places it on the Clipboard. (See the *Microsoft Windows User's Guide* for information about Clipboard.)

**Note** When selecting an area to cut or to copy to the Clipboard, make sure that its entire contents are visible in the drawing window. If they are not, you need to scroll the drawing so that the area you wish to cut or copy is in full view. Otherwise the Cut or Copy command will not include all the material you want.

## Copy

The Copy command copies the selected area to the Clipboard.

## Paste

The Paste command copies the Clipboard contents into a selection box in the drawing window. The objects you paste stay selected (and movable) until you click outside the selection box, select another area, or select a different tool.

You can paste the contents of the Clipboard in as many places in the current drawing as you want.

**Note** You can also use the Cut and Paste commands to copy your drawing or parts of your drawing to other Windows applications. Your drawing may appear differently on the screen or after it is printed, depending upon the characteristics of the other application.



## Clear

The Clear command erases the selected area from the drawing window.

## Invert

The Invert command changes the appearance of the selected area: it turns black objects to white, and white objects to black.

**Note** The following editing commands require that you use the Selection Rectangle instead of the Selection Net to select the area you want to change.

## Trace Edges

The Trace Edges command outlines the edges of the selected patterns and objects. The patterns and objects themselves turn white.

## Flip Horizontal

The Flip Horizontal command flips the selected area from left to right, creating a mirror image of it.

## Flip Vertical

The Flip Vertical command flips the selected area from top to bottom, creating a mirror image of it.

---

## The Character Menu

You use the Character menu commands to choose the text typeface. The list of commands in the Character menu varies according to the fonts installed on your system disk. The System and Terminal fonts are automatically installed for you, so they will always appear in the menu. System is the default font.

You can change the typeface of the text you have just typed until you click the mouse button again, select another tool, or perform any other Paint or Windows action.





Size
✓ 10
20
30
40

## The Size Menu

You use the Size menu commands to set the font size of a piece of text. The list of commands in the Size menu varies according to the sizes supported by the font you are using. The sizes supported by the System font are the default sizes, with 10 being the default setting.

You can change the size of the text you have just typed until you click the mouse button again, select another tool, or perform any other Paint or Windows action.

**Note** Font sizes vary depending on the display adapter you are using. Some of the sizes shown in the Size menu are grayed if they are not available for your display adapter in the font you are using. In this case, the text you type will be displayed in the next larger or smaller available font size.

Style
✓ Normal F5
Bold F6
Italic F7
Underline F8
Outline
Strikeout
✓ Left Aligned
Centered
Right Aligned
✓ Opaque
Transparent

## The Style Menu

You use the Style menu commands to modify the appearance of your text.

You can change the style of the text you have just typed until you click the mouse button again, select another tool, or perform any other Paint or Windows action.

Normal is the default style.

The following example illustrates the text styles that Paint supports:

Normal	<u>Underline</u>
<b>Bold</b>	Outline
<i>Italic</i>	<del>Strikeout</del>

More than one text style may be active at the same time. The following example shows text that was created using the Bold, Italic, and Underline text styles:

***Bold Italic Underline***



## Left Aligned

Left Aligned is the default setting. The Left Aligned command aligns lines of text using an invisible column as the left margin.

Click the text pointer to mark the location of the invisible column. Your text moves to the right as you type.

## Centered

The Centered command centers lines of text evenly on both sides of the invisible column.


Click the text pointer to mark the location of the invisible column. The insertion point moves to the right and your text moves to the left as you type.

## Right Aligned

The Right Aligned command aligns lines of text using an invisible column as the right margin.

Click the text pointer to mark the location of the invisible column. Your text moves to the left as you type.

The following example illustrates how each of these commands works:



Left Aligned

Centered

Right Aligned

## Opaque

Opaque is the default setting. The Opaque command provides a solid white background for text.

## Transparent

The Transparent command lets the current background pattern show through text.



Palette	
P <u>at</u> terns...	F3
L <u>in</u> e W <u>id</u> ths...	F4
B <u>r</u> ush S <u>h</u> apes...	
T <u>o</u> ols...	

## The Palette Menu

You use the Palette menu commands to choose patterns, brush shapes, and line widths for lines and shapes. Use the Tools command to display the Tools palette when it is not entirely within the window.

To select an item from a palette, click the item.

To return to the drawing window without changing anything, click the item that is already selected.

**Note** To create a filled shape without a line around it, use the top line on the Line Widths palette together with a Filled Shape tool. This line appears as a dotted line on the palette, but is invisible in the drawing.

Options	
Z <u>o</u> om <u>I</u> n	
Z <u>o</u> om <u>O</u> ut	
✓ <u>N</u> o Grid	
<u>F</u> ine Grid	
<u>M</u> edium Grid	
<u>C</u> oarse Grid	
E <u>d</u> it Pattern...	
✓ <u>F</u> or <u>P</u> rinter	
<u>F</u> or <u>S</u> creen	
✓ <u>L</u> ow Resolution	
<u>H</u> igh Resolution	

## The Options Menu

You use the Options menu commands to enlarge part of a drawing, to display the entire drawing in the drawing window, to control the alignment and placement of the objects in a drawing, and to design your own patterns for use in the current Paint session.

### Zoom In

The Zoom In command zooms in on your drawing at the point where you last released the mouse button. Zoom In also restores a zoomed-out drawing window to its normal scale.

When you zoom in on your drawing, a small rectangular box appears in the upper-left corner of the drawing window. This box shows a view of the area you are editing at normal scale. In the box, you can see the effects of turning pixels on and off.

You can also zoom in by double-clicking the Pencil tool in the Tools palette. Double-clicking the Pencil tool will also restore the drawing window to its normal scale.



## Zoom Out

The Zoom Out command displays the entire drawing, with the current drawing window outlined. Zoom Out also returns a zoomed-in drawing window to its normal scale.

You can also zoom out the drawing window by double-clicking the Scroll tool in the Tools palette. Double-clicking the Scroll tool will also restore the drawing window to its normal scale.

**Note** You cannot create new objects or edit an area in a zoomed-out drawing window.

## No Grid

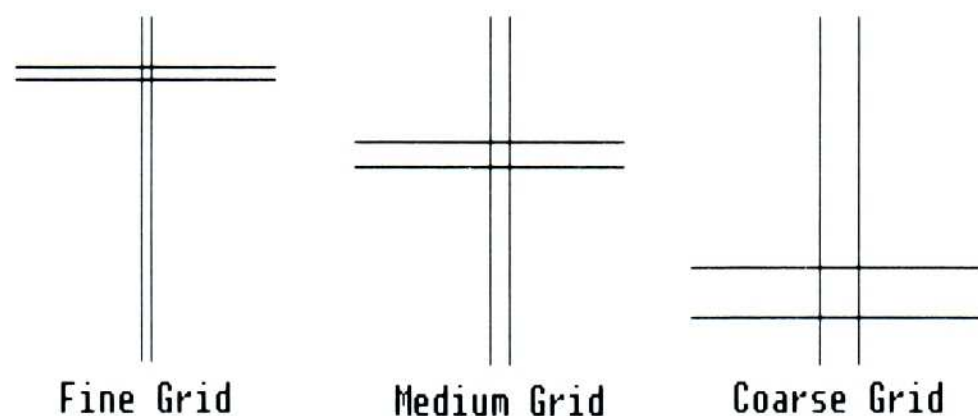
No Grid is the default setting. The No Grid command turns off an active grid.

## Fine Grid, Medium Grid, Coarse Grid

The Grid commands give you more control when you align objects, draw with the Pencil, or paint with the Brush.

These commands lay an invisible grid on the drawing window. Paint automatically places the objects you create or move along the grid lines closest to the pointer. The type of grid you choose determines the distance between the grid lines. If you choose the Fine Grid command, the lines are close together. If you choose the Medium Grid or Coarse Grid commands, the lines are farther apart.

The following example illustrates the differences in the distance between the grid lines in a fine grid, a medium grid, and a coarse grid.





## Edit Pattern

The Edit Pattern command allows you to design your own pattern.

After you choose this command, a dialog box appears, displaying a pattern of squares on the left and an enlarged view of the current pattern on the right. Click the squares on the left to design a new pattern.

You can use a pattern you design anytime during a single Paint session, but each time you start Paint, you will need to re-create the pattern if you want to use it again.

**Hint** You may want to make a sketch of the pattern as it appears in the left side of the dialog box. This will help you remember how you designed the pattern originally.

## For Printer, For Screen

These commands adjust the size of the drawing area to accommodate either the printer or the screen.

The For Screen command adjusts the drawing area so that it is the same size as your full screen. The For Printer command adjusts the drawing area so that it matches your printer's paper size.

If you plan to print your drawing, choose the For Printer command. If you don't want to print your drawing, choose the For Screen command. Once you set this option and begin drawing, you cannot change the setting unless you restart Paint or begin a new drawing using the New command. See the section called "Preparing to Draw" in Chapter 1, "Getting Started," for more information about setting these options.

## Low Resolution, High Resolution

These commands adjust the resolution of the drawing area to match the resolution setting of your printer. This allows you to create drawings with a large amount of detail.

If you want to create a detailed drawing, choose the High Resolution command. If you want to create a simple drawing or speed up the printing process, choose the Low Resolution command. Once you set this option and begin drawing, you cannot change the setting unless you restart Paint or begin a new drawing using the New command.

These commands only have an effect if you have set up a printer and chosen the For Printer command. They have no effect if the For Screen command is active.



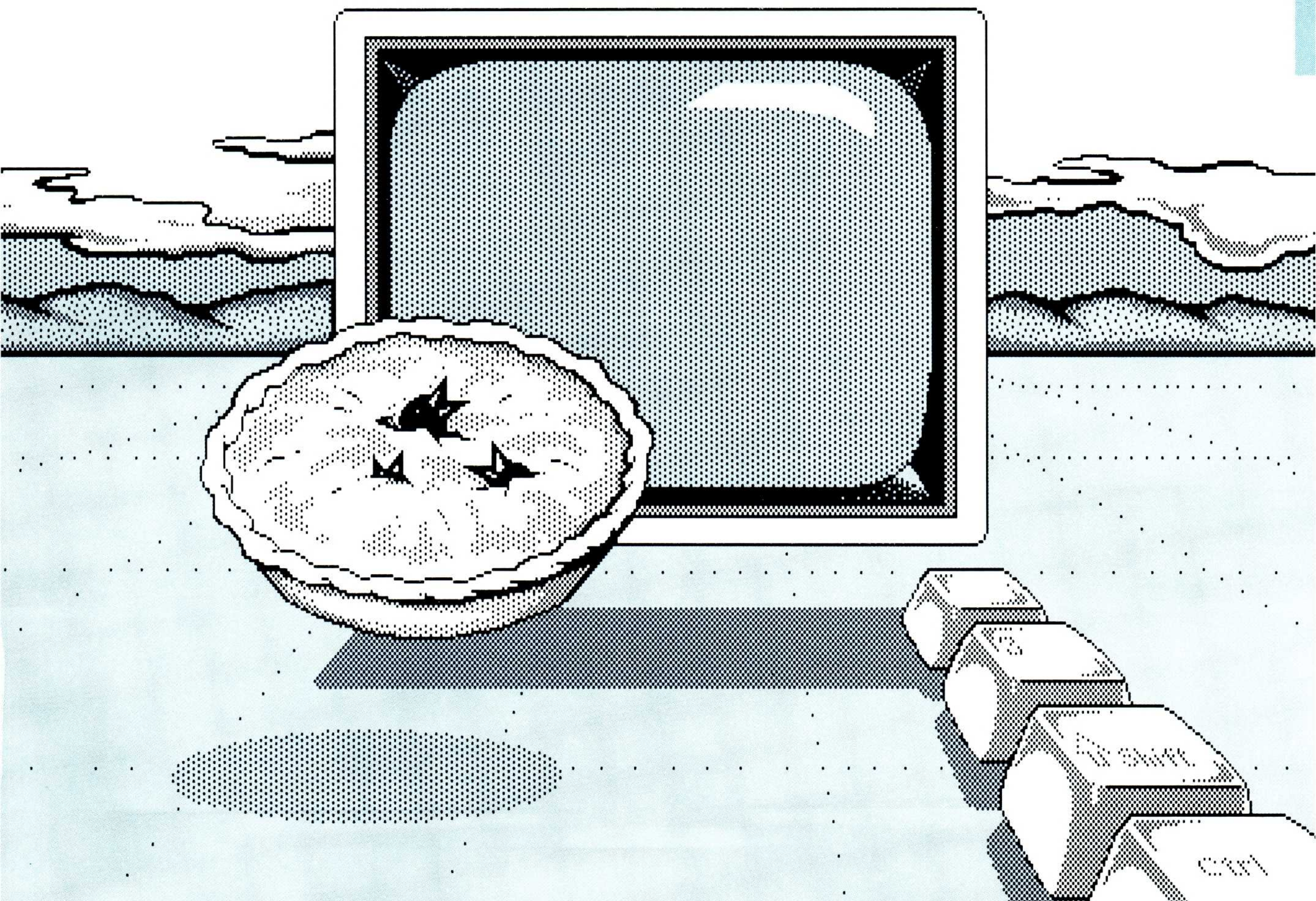
## Appendix A

# Using Paint with the Keyboard

This appendix describes how you can use the keyboard to select tools, draw objects, scroll a drawing, edit a drawing area, and take shortcuts. It also explains how you can use the keyboard together with the mouse to enhance some of Paint's features.

You should already have learned how to use the keyboard to choose commands from menus. For more information on this topic, see the *Microsoft Windows User's Guide*.

If you don't have a mouse, use this Appendix as a keyboard reference while working with Paint.





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## Performing Mouse Actions with the Keyboard

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### Mouse equivalents

Three main mouse actions have direct counterparts on the keyboard. The following list describes what they are:

To	Press
Click	SPACEBAR
Double-click	ENTER
Move the pointer	A DIRECTION key

---

## Selecting Tools and Palette Items

---

### Selecting tools

Press the TAB key to move forward through the Tools palette and select a tool. The highlight moves from tool to tool in the palette — first from top to bottom, then from left to right. Press and hold down the SHIFT key, and press the TAB key to move backwards through the Tools palette.

**Note** You can press and hold down the SHIFT and CONTROL keys, and press the DIRECTION keys to select a tool. If you press the RIGHT or LEFT keys, the next tool to the right or left is selected. If you press the UP or DOWN keys, the tool directly above or below is selected.

---

### Selecting palette items

To select an item from a palette, choose the command for the palette you want from the Palette menu. Press the DIRECTION keys to move through the palette. Press the ENTER key or the SPACEBAR to select an item.

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## Drawing with Tools

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### Drawing

Once you select a tool, you can use the keyboard to draw with the tool.



## Drawing Lines and Shapes

Press and hold down the SPACEBAR, and press the DIRECTION keys to draw with the following tools:

Pencil

Line

Brush

Spray Paint

3-D

The shape tools

When you release the SPACEBAR, Paint draws the object.

## Erasing

Press and hold down the SPACEBAR, and press the DIRECTION keys to erase part of your drawing with the Eraser tool.

## Drawing Curves

Select the Curve tool. Press and hold down the SPACEBAR, and press a DIRECTION key to draw a line. Release the SPACEBAR. Move the pointer to one side of the line, and press the SPACEBAR to mark the peak of the curve. As long as you hold down the SPACEBAR, you can use the DIRECTION keys to change the shape of the curve. When you release the SPACEBAR, Paint draws the curve.

## Drawing Polygons

Select the Polygon tool. Use the DIRECTION keys to move the pointer to the place where you want the polygon to appear, and press and release the SPACEBAR to mark the first corner point. Use the DIRECTION keys and the SPACEBAR again to move to and mark each corner point. Paint connects the corners with straight lines. Press the ENTER key at the final corner to close the polygon.

## Using the Fill Tool

Select the Fill tool. Use the DIRECTION keys to move the pointer over the object you want to fill. Press the SPACEBAR to fill the object with the current pattern.



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## Editing a Drawing

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### Editing

#### Selecting an Area

Select the Selection Rectangle or Selection Net tool. Press and hold down the SPACEBAR, and use the DIRECTION keys to select the area you want to change.

#### Moving a Selected Area

Use the DIRECTION keys to move the pointer into the selection box or netted area. Press and hold down the SPACEBAR, and use the DIRECTION keys to move the selected area.

#### Copying and Moving a Selected Area

Use the DIRECTION keys to move the pointer into the selection box or netted area. Press and hold down the CONTROL key and the SPACEBAR, and use the DIRECTION keys to move a copy of the selected area.

#### Making Multiple Copies of a Selected Area

Use the DIRECTION keys to move the pointer into the selection box or netted area. Press and hold down the SHIFT key and the SPACEBAR, and use the DIRECTION keys to drag the selected area. Paint leaves multiple copies along the pointer path.

---

## Scrolling a Drawing

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### Scrolling

Select the Scroll tool. Press and hold down the SPACEBAR, and use a DIRECTION key to scroll the screen.

You can scroll a zoomed-out drawing by pressing and holding down the SPACEBAR and pressing a DIRECTION key to move the outline of the drawing window. When you return to the regular drawing window, the outlined area of the drawing appears on the screen.

You can scroll the drawing area in a zoomed-in drawing window by pressing and holding down the SHIFT key and the SPACEBAR and pressing the DIRECTION keys. The Scroll pointer replaces the Pencil pointer while you are scrolling. Move the pointer to scroll the drawing. You can see the drawing area scroll in the small box in the upper-left corner of the drawing window. When you release the SPACEBAR, the scrolled part of the drawing appears in the drawing window.



## Taking Shortcuts

Whether you are using Paint with a mouse or with the keyboard, you can use the keyboard to take shortcuts.

### Using Shortcut Keys to Choose Commands

You can use shortcut keys to select a menu and choose a command in a single step. The shortcut keys described in the following list are listed next to the corresponding command in the Paint menus:

To choose	From the	Press
Undo	Edit menu	ALT + BACKSPACE
Cut	Edit menu	SHIFT + DELETE
Copy	Edit menu	CONTROL + INSERT
Paste	Edit menu	SHIFT + INSERT
Clear	Edit menu	DELETE
Patterns	Palette menu	F3
Line Widths	Palette menu	F4
Normal	Style menu	F5
Bold	Style menu	F6
Italic	Style menu	F7
Underline	Style menu	F8

Choosing commands with shortcut keys

### Using the ENTER Key to Choose Commands

You can choose the Zoom In, Zoom Out, and Erase commands by selecting the appropriate tool and pressing the ENTER key.

Choosing commands with the ENTER key

#### Zoom In

Select the Pencil tool and use the DIRECTION keys to move the pointer to the area where you want to zoom in. Press the SPACEBAR to mark the area. Press the ENTER key to zoom in for editing; press the ENTER key again to return to the regular drawing window.

#### Zoom Out

Select the Scroll tool and press the ENTER key to zoom out for a full view of the drawing; press the ENTER key again to return to the regular drawing window.



## **Erase**

Select the Eraser tool and press the ENTER key to erase the entire drawing window. The objects outside the drawing window will not be erased; if you want to erase them, you must first scroll your drawing so that they appear in the drawing window.

---

## **Using the Keyboard with the Mouse**

---

### **Combining keyboard and mouse actions**

You can use the CONTROL and SHIFT keys with the mouse to enhance some of Paint's functions.

### **Copying and Moving a Selected Area**

Press and hold down the CONTROL key and drag the selected area; Paint creates a copy of the selection, and the original remains in place.

### **Making Multiple Copies of a Selected Area**

Press and hold down the SHIFT key and drag the selected area; Paint leaves copies of the selection along the pointer path.

### **Scrolling a Zoomed-In Drawing Area**

Press and hold down the SHIFT key in the zoomed-in drawing window and drag the pointer. The small box in the upper-left corner of the drawing window displays the effects of your scrolling. When you release the mouse button, the scrolled drawing area appears in the zoomed-in drawing window.



## Appendix B

### Tools Description

This appendix describes what each tool does. The example by each tool shows how you can use the tool to create a particular object, and illustrates the kinds of drawings you can create using Paint.





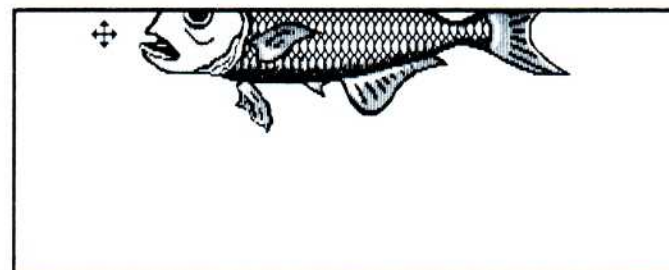
### Selection Rectangle

Defines a rectangular area for editing.



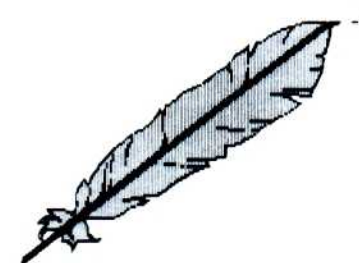
### Scroll

Moves the drawing around in the drawing window.



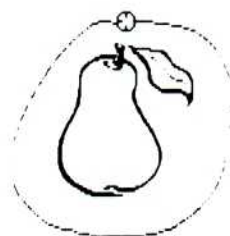
### Line

Draws a straight line.



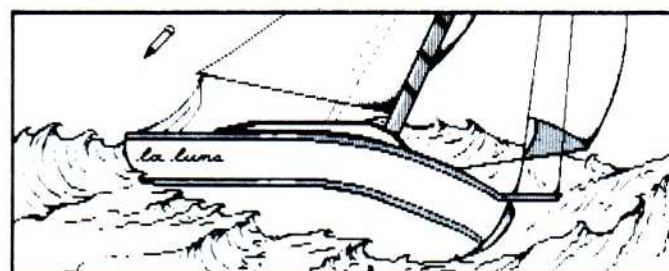
### Selection Net

Defines a nonrectangular area for limited editing.



### Pencil

Draws a thin line.



### Brush

Paints with the current pattern.



### Text

Enters text in the chosen font, size, and style.



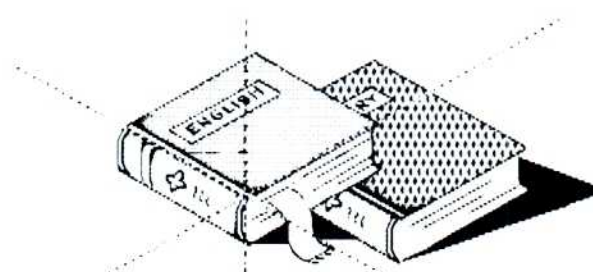
### Eraser

Erases the part of a drawing that the pointer passes over.



### 3-D

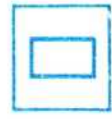
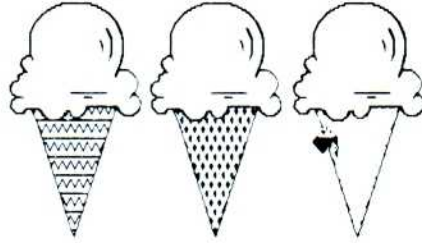
Displays axes to follow when creating 3-D drawings.





**Fill**

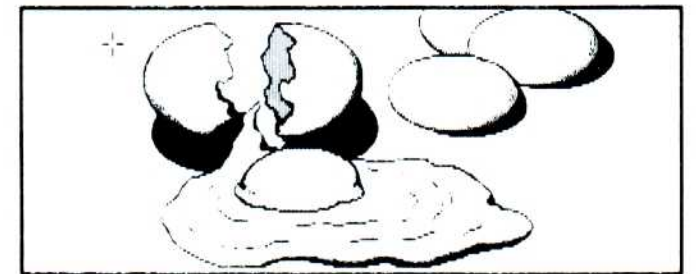
Fills an enclosed area with the current pattern.

**Rectangle**

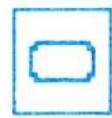
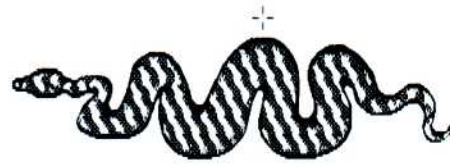
Draws a box with square corners.

**Oval**

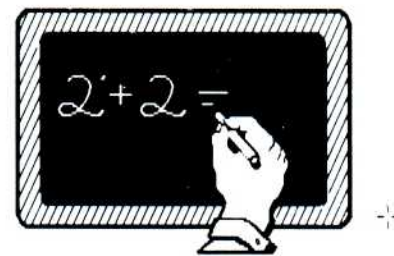
Draws an oval.

**Curve**

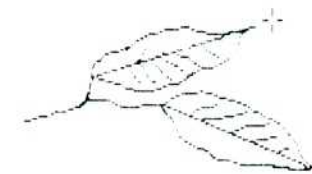
Creates a curved line.

**Rounded Rectangle**

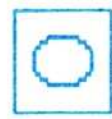
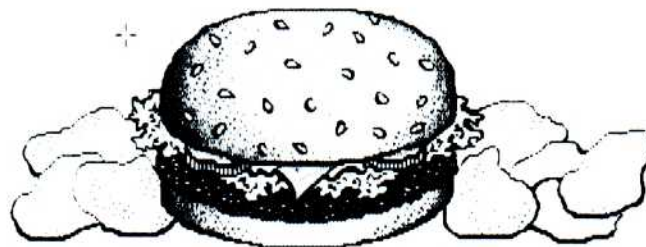
Draws a box with rounded corners.

**Freehand Shape**

Draws an irregular shape and closes it with a straight line.

**Spray Paint**

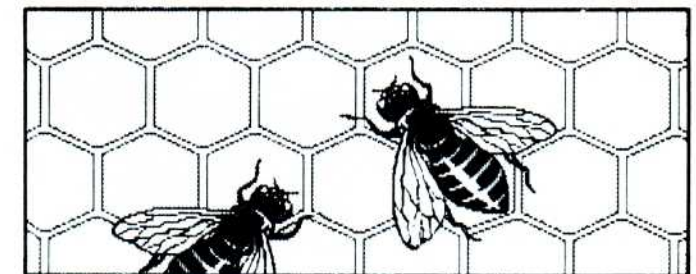
Sprays paint with the current pattern.

**Circle**

Draws a circle.

**Polygon**

Draws a polygon.









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